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GOVERNMENT OF INDIA.  
Public Works Department Secretariat.

# OFFICE MANUAL OF INSTRUCTIONS

FOR

## THE CONDUCT OF BUSINESS.

THIRD EDITION.



CALCUTTA :

OFFICE OF THE SUPERINTENDENT OF GOVERNMENT PRINTING, INDIA  
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GOVERNMENT OF INDIA.

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# Public Works Department Secretariat.

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## OFFICE MANUAL OF INSTRUCTIONS FOR THE CONDUCT OF BUSINESS.

### Chapter I.—General duties and organization of the Public Works Department.

#### Nature of work and control exercised over Local Governments.

**1.** The Public Works Department of the Government of India is charged with the business relating to Public Works that comes before the Governor General in Council. Under this title are included all Roads, Buildings, Canals, Railways, and other works carried out by Officers of the Public Works Department, and Officers acting as disbursers of the Public Works Department, from the Public Works Budget grants of the various Provinces. All business connected with Telegraphs is also conducted in the Public Works Department.

**2.** As regards the Governments of Madras and Bombay, the control exercised by the Government of

Nature of work and control exercised over Local Governments.

India is mainly of a general and financial character. Those Governments have the exclusive management of the Public Works Establishments under them, as well as of the administration of the Department in all its Branches, being only required to give proper attention to the rules laid down by the Secretary of State or by the Government of India on matters of principle in connection with the financial bearing of their operations, or the general system of Public Works administration. The appointments of Officers of the Consulting Engineers' and the Superior Accounts Establishments are made by the Governor General in Council. The Government of Madras has its own Public Works Code. The Government of Bombay adopts the Code of the Government of India, with minor differences due to local conditions.

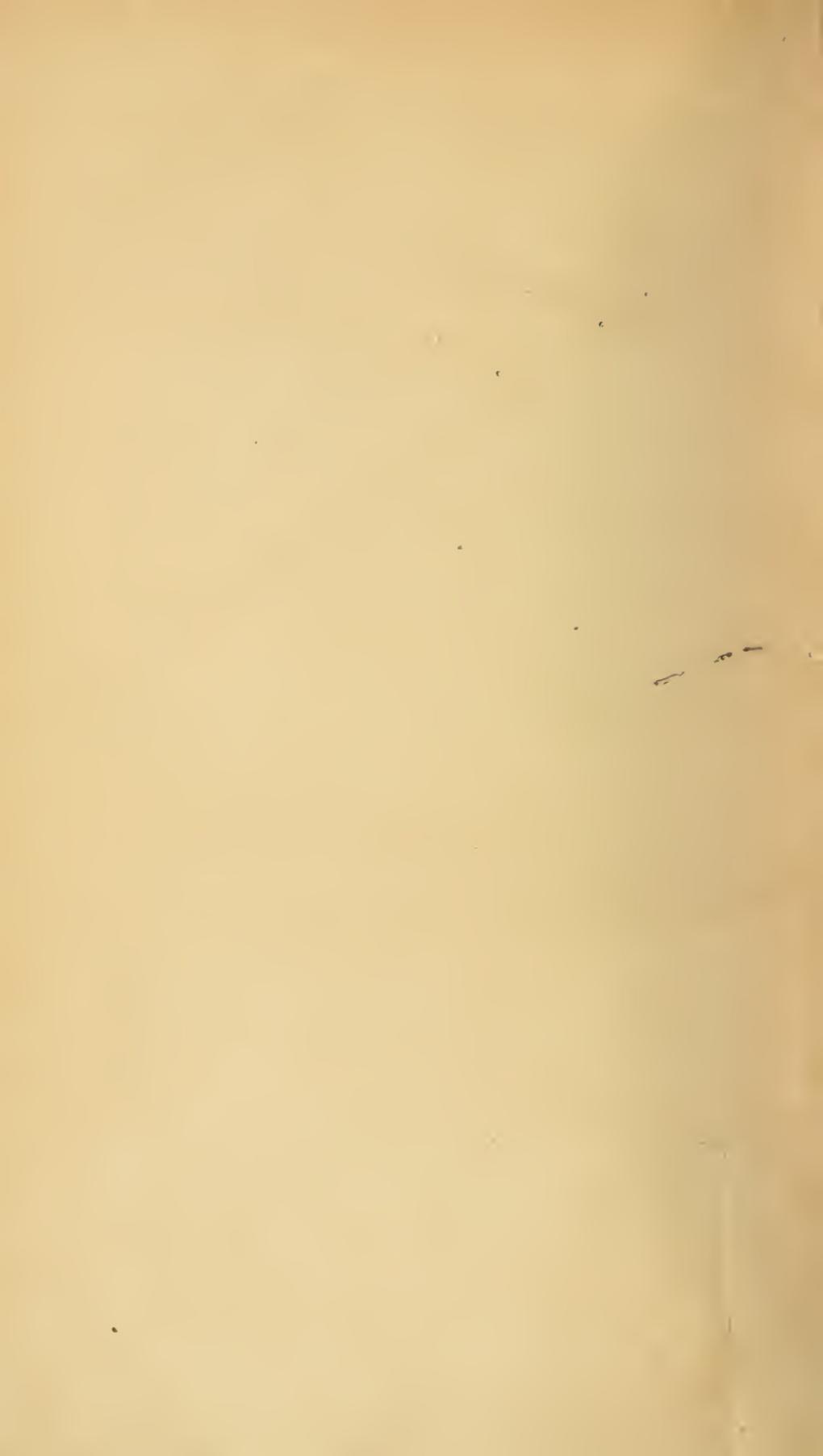
**3.** The Lieutenant-Governors exercise a less independent authority. They are bound by the Public Works Department Code of the Government of India, the provisions of which extend to all the Provinces directly under the Government of India.

**4.** The Chief Commissioners and Heads of Administrations other than those named above are, in a greater degree, subordinate to the Government of India, their powers of independent action being more limited, as defined in the Public Works Department Code.

**5.** All Local Governments and Administrations have to submit, for the information of the Government of India, their Proceedings in full or in abstract. It is the duty of Under Secretaries to peruse these Proceedings, and to bring to notice any irregularities that may occur.

**6.** It is customary to restrict comments on the Proceedings of the Local Governments to a simple call for the papers, or to an intimation that the point referred to seems opposed to rule. It is always proper to allow of an explanation being offered before orders are issued





DUTIES & ORGANIZATION OF P. W. DEPARTT. [ CHAP. I.

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Nature of work and control exercised over Local Governments.

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on any entry in the Local Proceedings. The correspondence with the Government of

Bombay and the Secretary of State,  
Pros., September 1864,  
(C. W.—Mis.), Nos. 22—4.

Pros., January 1865,  
(C. W.—Mis.), No. 15.  
noted in margin, may be referred  
to as to the nature of this power—  
*vide* Appendix A.

## Chapter II.—Relations of the various Departments and conduct of business between them.

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### General Remarks.

1. It is an established principle of the Government of India that no orders giving sanction to Public Works expenditure should be issued from any other than the Public Works Department, and it is very desirable that this rule should not be departed from. If the rule be infringed, the case should always be brought to notice. Confusion and inconvenience have frequently arisen from want of attention to this principle, and it is not possible for the Public Works Department to exercise a proper control over the expenditure, if grants of public money are made for Public Works without its knowledge. Orders of the Government of India originating in other Departments on such subjects should invariably be communicated to the Public Works Department for issue to the Local Governments concerned.

2. In questions which arise in the Public Works Department affecting matters under the control of other Departments of the Government, regarding which there is any doubt, the papers should always be forwarded to the Department concerned, either officially or unofficially, for a preliminary expression of opinion.

3. If in any particular case, in addressing another Department, it is considered desirable to put that Department in possession of an opinion contained in Office Notes, either the substance of such Notes should be embodied in the official communication, or copy of the Notes sent without making any mention of them in the official communication, but only with a pencil remark on its margin thus—"Office Notes accompany" or "Office Notes will follow."

4. When notes of Clerks or of Secretaries or of the Member of Council in charge of a Department are

## Chapter 11.—Substitute the following for para. 4:—

*Note.*—The following is extracted from the rules and orders for the transaction of business in the Council of the Governor General (Rule XVIII A):

4. Notes of one department sent to another department must be treated as confidential, and not forwarded to any one outside the Secretariat without the general or specific consent of the department to which they belong. When a general consent has been given to refer notes to an officer outside the Secretariat, it must be understood that such consent does not cover a reference when the papers are marked "Confidential," or in cases—

- (a) affecting the officer personally, or in which his official conduct is under consideration; or
- (b) in which the emoluments or allowances of any subordinate of the excepted officer are discussed.

The officers subordinate to each department in regard to whom a general consent to the reference of notes has been given are the following:—

### Home Department—

Surgeon General with the Government of India and Sanitary Commissioner.

### Revenue and Agricultural Department—

Inspector General of Forests.

Surveyor General of India.

General Superintendent, Horse-Breeding Department.

### Foreign Department—

General Superintendent of Operations for the Suppression of Thagi and Dakaiti.

### Finance and Commerce Department—

Comptroller General.

Comptroller, India Treasuries.

Director General of the Post Office.

Commissioner, North India Salt Revenue.

### Military Department—

Adjutant General.

Quarter Master General.

Director General of Ordnance in India.

Commissary General-in-Chief.

Principal Medical Officer, Her Majesty's Forces in India.

Surgeon General with the Government of India.

Director, Army Remount Department.

Director General of Military Works.

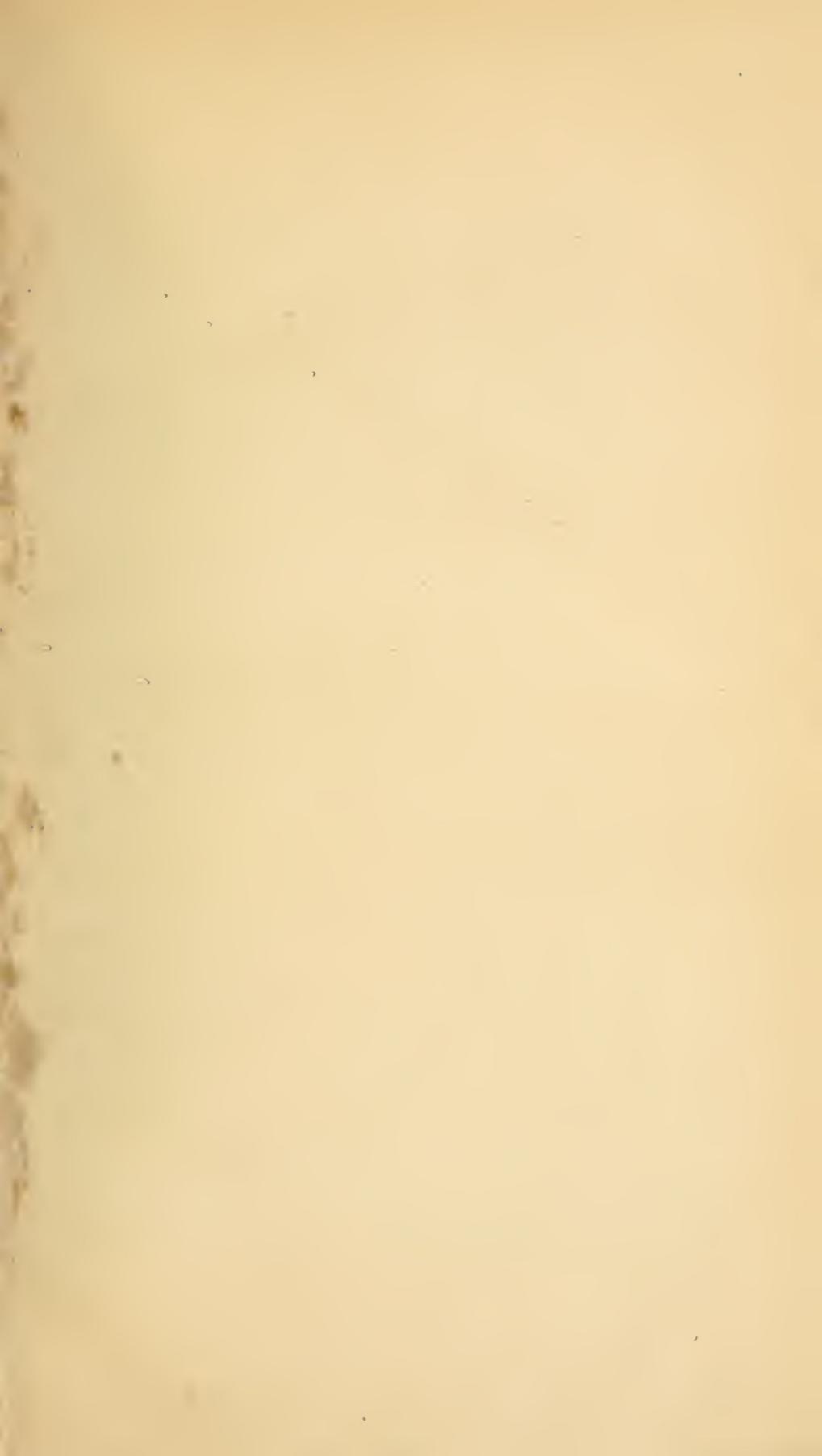
Director, Indian Marine.

### Public Works Department—

Consulting Engineer for State Railways.

Director General of Telegraphs.









## No. 32.

Chapter II.—Insert the following as para. 4 A :—

*Note.*—The following is extracted from the rules and orders for the transaction of business in the Council of the Governor General (Rule XVI.) :

4A. No proposal involving an abandonment of revenue for which Government has taken credit in the Budget, or expenditure which has not been provided for in the Budget, or which, though provided for, has not been specifically sanctioned, shall be brought forward for the consideration of the Governor General in Council, nor shall any order to that effect issue without previous reference to the Department of Finance.

The foregoing rule is subject to the following exceptions :—

\* \* \* \* \*

(c) The Department of Public Works may, without making such reference, issue orders sanctioning any expenditure which does not require the previous sanction of the Secretary of State in Council—

in the case of the maintenance, and working expenses of railways and other works producing revenue; and

in all other cases, if the proposed expenditure does not involve outlay in excess of the Budget grant to the Department Public Works or a transfer from any one to any other of the heads hereinafter mentioned—

- (1) Telegraph.
- (2) Famine Relief.
- (3) Railways.
- (4) Irrigation and Navigation.

\* \* \* \* \*

(7) Productive Public Works.

Nothing in clause (c) shall be deemed to authorise the contravention of any rule or order of the Department of Finance for the time being in force, or the introduction of any new principle or practice likely to lead to increase of expense.

[No. 32 O.M. 3-11-92.]

Chapter II.—Add as paragraph 4 B—

4 B. No reference to the Finance Department is needed in cases relating to expenditure in connection with schools chargeable to the Capital and Revenue Accounts of Railways, unless some matter of real importance is involved.

[No. 35 O.M., 3-11-92.]

*Chapter II.—Add as para. 5A.—*

**5A.** The Finance Department must be consulted unofficially in all cases in which it is proposed to reduce or remit the rent of a Government building which is occupied as a residence, or to provide an official with a rent-free residence, when the salary drawn by the official concerned exceeds Rs. 5,000 per annum—See Public Works Department Code, Volume I, Chapter XI, para. 28, Rule IX.

In all other cases the Public Works Department disposes of applications for reductions or remissions of rent after consulting the administrative Department in which the official concerned is employed.

[ No. 36—O. M.—13-1-93. ]



## Cases to be referred to Finance Department.

received from another Department, the notes should on no account be forwarded to any one outside of the Secretariat without the specific consent of the Department to which the notes belong.

## Cases to be referred to Finance Department.

5. All proposals relating to increases or decreases of Establishments, or to any increase of pay of members of existing Establishments, excepting those which are due to promotions under existing regulations, or to periodic increases according to scales regularly sanctioned, must be referred to the Financial Department for orders. The Financial Department will communicate these orders to the Public Works Department of the Government of India in accordance with para. 1 of this Chapter, and not to the Local Government concerned.

6. No modification of, or addition to, the Authoritative Regulations and Codes of the Government of India, which is of a nature to require his sanction, is to be made without reference to the Secretary of State.

7. In the following cases, the previous sanction of the Home Government is necessary before increases to salaries can be sanctioned, or new appointments created in the permanent establishment. In all such cases the proposals will be finally considered in the Finance Department, from which Department also the necessary communication will be made to the Secretary of State:—

- (a).—When the increased salary is more than Rs. 5,000 a year.
- (b).—When the salary of the newly created post is more than Rs. 3,000 a year.
- (c).—All changes of organization involving an increase of expenditure.

8. When it is proposed to anticipate the Secretary of State's sanction to any expenditure to which his sanction is necessary, the proposal, together with a draft

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Legislative Department.

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telegram to the Secretary of State asking for sanction, should be submitted to His Excellency the Viceroy, who will then decide whether sanction should be anticipated or not: otherwise sanction is to be with effect from the date of receipt of the Despatch from the Secretary of State.

**9.** On open lines of State Railways increases of establishment may be sanctioned by the Government of India, in the Public Works Department, so long as they are within certain prescribed mileage rates. All changes in such establishments involving salaries over Rs. 250 per mensem are reported to the Secretary of State by the Public Works Department half-yearly.

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Legislative Department.

**10.** In the case of memorials and petitions addressed to Her Majesty the Queen, Empress of India, or the Secretary of State for India, against or regarding Acts passed by the Legislative Council, the Legislative Department is to be considered to be the Department having cognizance of the subject matter of the memorial. Such memorials will be transmitted to Her Majesty's Secretary of State through that Department, and to it should be referred all memorials of the kind here described which may reach the Public Works Department. The general rules regarding the transmission of memorials, &c., to the Secretary of State will be found in Appendix B.

**11.** Memorials addressed to Parliament appealing against the orders of the Secretary of State should be submitted to the House of Parliament through the medium of some unofficial member of the House and not through the Secretary of State. The general rules will be found in Appendix C.

**12.** Whenever the opinion of the Advocate General is taken by any Executive Department, or the opinion of the Law Officers of the Crown is received in such

**Chapter II.—Insert the following as paras. 11 A and  
11 B:—**

*Note.*—The following is extracted from the rules and orders for the transaction of business in the Council of the Governor General (Rules XXXII and XXXIII) :

**11 A.**—The Executive Department may consult the Legislative Department on the following subjects :—

- (a) the constructions of Statutes, Acts, and Regulations ;
- (b) cases involving general legal principles ;
- (c) proposed amendments of the law ; and
- (d) notifications to be issued under any enactment.

But the Legislative Department shall not be asked to advise on—

- (e) cases connected with litigation commenced or impending, or
- (f) cases on which the Advocate General of Bengal has advised.

**11 B.**—Departments consulting the Legislative Department shall state, with as much precision as possible, the point or points on which its advice is desired.



### No. 23.

CHAPTER II.—*Add the following as 9 C.*

9 C. On Guaranteed Lines of Railways increases to salaries of employés, which have been approved by the Board of Directors may also be sanctioned by the Government of India in the Public Works Department, without reference to the Finance Department.



*Chapter II.—Add the following as paragraph 9A.*

9A. In cases of claims for compensation for bodily injury to persons, other than Railway servants employed on the Railway on which the injury occurred, the Government of India in the Public Works Department can sanction compensation up to a maximum of Rs. 10,000 without reference to the Finance Department; provided that the advice of the Law Officers of Government is taken in regard to the amount of the claim.

[No. 20 O. M. 10]

No. 22.

*Chapter II—Add the following as paragraph 9 (B) :—*

9 (B.) Gratuities to employés of Guaranteed and Assisted Railways on retirement from service, and to the widows and families of deceased railway servants may be sanctioned by the Government of India in the Public Works Department, subject to the following restrictions :—

I. Gratuity on retirement shall not exceed—

- (a) One month's pay for each year's service.
- (b) A maximum of six months' pay.
- (c) Rs. 10,000 in any individual case.

II. Gratuity to widow or family in case of accidental death while on duty shall not exceed six months' pay.

III. Gratuity in case of death on leave shall not exceed the pay that would have been drawn had deceased lived to return to duty on expiration of leave.





Unofficial references between Departments.

necessary papers and notes, or papers only, as the case may be, should be transferred officially by the Department of receipt to the Department issuing orders, or making the intermediate communication.

(d).—When it is clear that the orders will issue in the Department to which papers are being sent without further reference to the Department of original receipt, as in the case of local Bills submitted for the assent of the Governor General sent to the Legislative Department, the papers should be sent officially to the Department which will issue orders.

15. Original papers or notes of another Department will not be recorded or retained without formal transfer from the Department to which they belong.

16. Whenever it is considered desirable that this Department should be furnished with copies of the papers of a case referred unofficially by another Department, a label as below, printed in red, will be gummed on at the end of the notes when returning the file to the Department whence it was referred :—

Please send cop of these papers, including notes, hereafter officially to the Public Works Department for record.

17. Cases received unofficially from the Accountant General or the Director General of Railways on which the orders of the Government of India in any Department are required, must be returned for official submission to the Government of India in this Department.

18. When a case belonging to this Office is sent to any of the other Departments unofficially for opinion, and certain orders are issued thereon from this Office, and other orders have to issue from the Department

**Chapter II.—Insert the following as para. 14 A :—**

*Note.*—The following is extracted from the rules and orders for the transaction of business in the Council of the Governor General (Rule XVIII, para. 3) :

**14 A.**—In all such cases\* the notes written in the department

\* Cases referred from one referred to shall be on separate sheets from department to another. those written in the referring department and the Secretary in each department shall take due care that the notes which leave his department are expressed in terms consistent with the proprieties and courtesies of official correspondence.

[ No. 32 O.M. 3-11-92.]



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Unofficial references between Departments.

Department, a copy of it should be furnished to the Legislative Department for information, together with a copy of the papers connected with the case for record. This record will be confidential.

**13.** When a draft letter, notification, set of rules or the like is sent in proof to the Legislative Department unofficially for concurrence or remark, a spare copy of such proof should, at the same time, be sent for the use of that Department.

#### Unofficial references between Departments.

**14.** With the object of reducing official correspondence between two or more Departments of Government, and of facilitating the despatch of business, the following system of unofficial references has been laid down :—

- (a).—Any case arising in one Department of Government may be referred unofficially to another Department for an expression of opinion, or concurrence in the orders proposed to be issued.
- (b).—When a letter or paper is received in one Department and referred by it unofficially to another Department for consideration, before the issue of orders, the Department to which the unofficial reference is made will not, as a rule, issue the orders in the case, but will return the file to the Department from which the unofficial reference came—that is, to the Department of original receipt—for issue of orders.
- (c).—If, in any case, it is desirable that the orders should issue in a Department other than the Department of receipt, or if the Department of reference requires intermediately to take official action, then the

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Unofficial references between Departments.

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necessary papers and notes, or papers only, as the case may be, should be transferred officially by the Department of receipt to the Department issuing orders, or making the intermediate communication.

(d).—When it is clear that the orders will issue in the Department to which papers are being sent without further reference to the Department of original receipt, as in the case of local Bills submitted for the assent of the Governor General sent to the Legislative Department, the papers should be sent officially to the Department which will issue orders.

**15.** Original papers or notes of another Department will not be recorded or retained without formal transfer from the Department to which they belong.

**16.** Whenever it is considered desirable that this Department should be furnished with copies of the papers of a case referred unofficially by another Department, a label as below, printed in red, will be gummed on at the end of the notes when returning the file to the Department whence it was referred :—

Please send cop of these papers, including notes, hereafter officially to the Public Works Department for record.

**17.** Cases received unofficially from the Accountant General or the Director General of Railways on which the orders of the Government of India in any Department are required, must be returned for official submission to the Government of India in this Department.

**18.** When a case belonging to this Office is sent to any of the other Departments unofficially for opinion, and certain orders are issued thereon from this Office, and other orders have to issue from the Department

**Chapter II.—Insert the following as para. 14 A :—**

*Note.*—The following is extracted from the rules and orders for the transaction of business in the Council of the Governor General (Rule XVIII, para. 3) :

**14 A.**—In all such cases\* the notes written in the department

\* Cases referred from one referred to shall be on separate sheets from department to another. those written in the referring department and the Secretary in each department shall take due care that the notes which leave his department are expressed in terms consistent with the proprieties and courtesies of official correspondence.

[ No. 32 O.M. 3-11-92.]



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Unofficial references between Departments.

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consulted, a copy of the orders issued from this Office will be sent officially to the Department concerned for information, with a copy of the Office Notes.

**19.** Separate Registers (Forms A and B) of all unofficial cases received from, or submitted to, other Departments should be kept up in each Branch of the Office. The entries should contain details of papers received or sent.

**20.** In sending out an unofficial reference, a list of the papers in the file should be made and attached to it by the Branch. The Registry Branch in entering the case in the Despatch Diary, or Peon Book, will simply enter the unofficial number and date, and the subject of the papers, so as to identify the file, with the remark—"Papers sent according to the list in the file."

In the case of unofficial references from other Departments, the receiving Clerk of the Branch should not only see that the list is in the file, but that the papers are correct as shown on that list. Should any paper be missing, he will at once bring the same to notice. When returning a case to the Department whence received, any papers which may have been added to the file in the Public Works Department should also be entered in the list, note being kept in the Branch Unofficial Issue Register of the papers so sent.

**21.** When a file is sent unofficially to another Department, any collections or other papers which are not essential for obtaining the assent of that Department to the recommendation made, should be removed from the file.

**22.** In cases of importance, however, or when a reference to former papers may seem obviously necessary, the whole file should be sent at discretion, but this discretion will most frequently be beneficially exercised by not sending on the whole file.

**23.** Unofficial documents are not to be referred to in official papers, except by pencil note.

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Unofficial references between Departments.

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**24.** The following procedure may here be noted as affecting certain special points connected with unofficial correspondence with the Finance Department :—

- (a).—Whenever Office Notes are sent to the Finance Department in the prescribed form (*i.e.*, by a pencil note on the official communication), the Recorders will, in such cases, be careful, when the Office Notes are to be printed as a Keep-with of the recorded Collection, Part A, to instruct the Press to strike off the requisite additional copies for the Finance Department. These copies will be received from the Press by the Senior Clerk of the Branch, and sent to the Finance Department.
- (b).—In addition to the cases involving financial principles or fundamental procedure in accounts, all cases affecting matters of general financial interest on which orders are proposed to be issued in the Public Works Department, should also be sent unofficially to the Finance Department before the final issue of orders. The Finance Department will, in like manner, refer unofficially to the Public Works Department, the draft orders proposed for issue in that Department on subjects relating to matters of Public Works interest. But all correspondence with Finance Department respecting the pay and allowances of any Officer on any Secretariat Establishment, or the application of Financial rules to any such Officer, or respecting any expenditure by such Secretariat, should be conducted officially. This order includes the Offices of the





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Unofficial references between Departments.

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Accountant General and the Director General of Railways.

- (c).—Whenever, after unofficial consultation with the Finance Department, an order is issued in any other Department which involves the payment of money by an Officer in account with a Civil Accountant or Deputy Accountant General, or which affects a rule of any of the Codes of the Finance Department, or the structure or classification of the public accounts, or any question of financial policy or principle, copy of such order should be sent officially to the Finance Department. In such case, if the Proceedings are printed, six copies, including the initialled notes, should be sent to the Finance Department.
- (d).—If the order only involves the payment of money by an Officer in account with the Officers in the Account Department of the Military or Public Works Department, or if it is upon any other subject not above specified, then no copy need be sent to the Finance Department, unless that Department specially asks for a copy.
- (e).—As a rule, manuscript copies of papers will not be sent to the Financial Department, officially or unofficially, unless they are asked for, or it is necessary for that Department to issue orders thereon whether official or unofficial.
- (f).—Cases should as a rule, before being sent to the Finance Department unofficially, be submitted to the Honourable Member in the Public Works Department. Formal

CHAP. II.] RELATIONS OF THE VARIOUS DEPTS., &c.

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Unofficial references between Departments.

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references or requests for mere interpretation of rules need not however be so submitted.

**25.** Save in matters of routine, such as calls for papers, &c., no reference is to be made to another Department except under orders of the Secretary.

**26.** When any information is required from the Calcutta High Court, the Registrar of the Court should be addressed, and not the Government of Bengal.

CHAPTER II.—*Add the following as para. 27:—*

**27.** When one Department of the Government of India desires to obtain books or papers in the custody of the officer in charge of the Records of the Government of India which belong to another Department of the Government of India, the requisition should be made unofficially and direct to the officer in charge of the records.

[No. 18 O.M.—25-4-92.]

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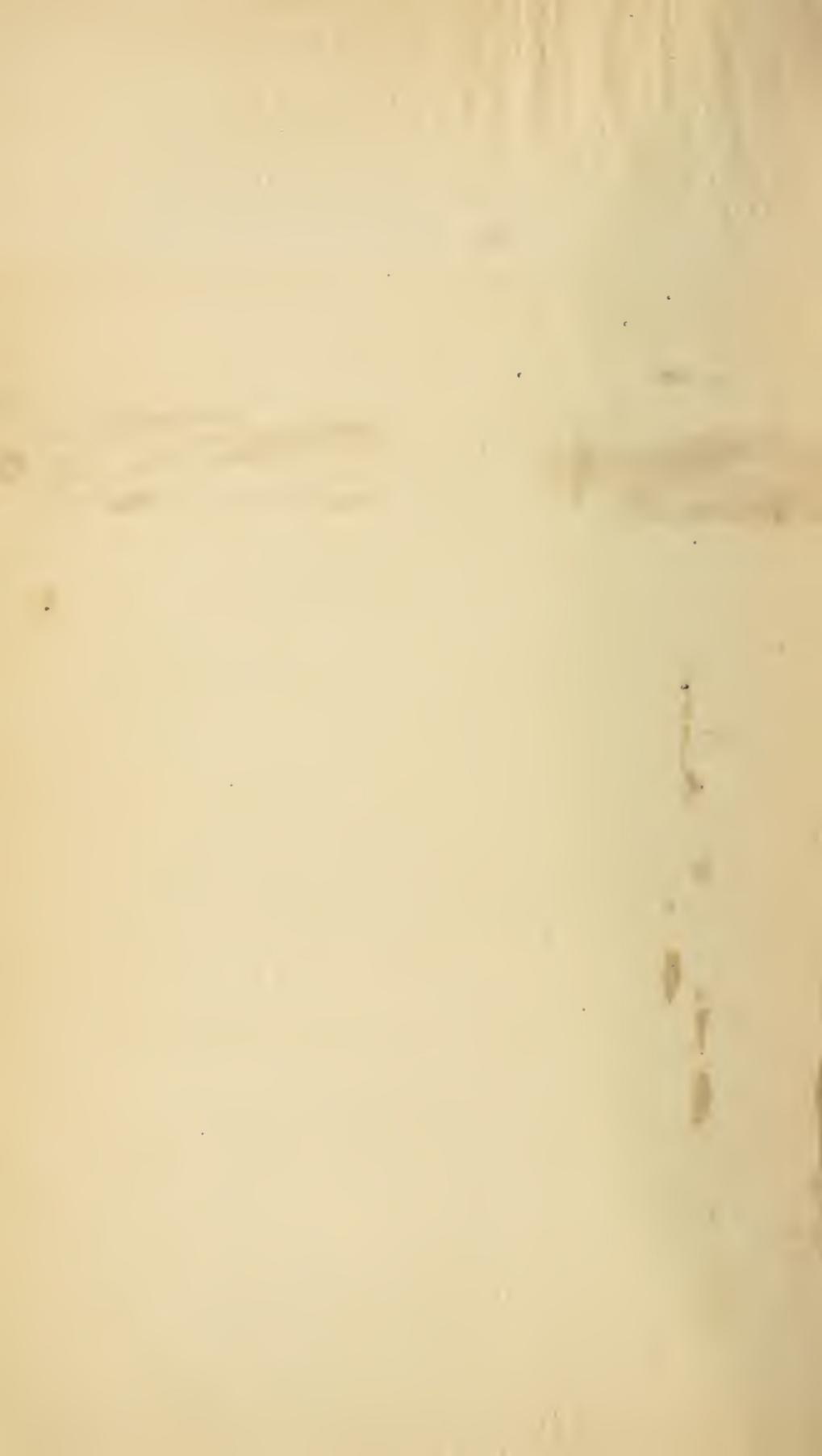
## Chapter II.—Insert the following as para. 28 :—

Subjects dealt with by the Departments of the Government of India.

*Note.*—The following is extracted from the rules and orders for the transaction of business in the Council of the Governor General (Rule XLI) :

28. The following subjects shall for the purpose of these rules be deemed to pertain to the department opposite to which they are respectively placed :—

1. Home Department	<p>All business connected with the following branches of the Administration in British India :—</p> <ul style="list-style-type: none"><li>(1) Law and Justice.</li><li>(2) Jails and the Penal Settlements in the Andaman and Nicobar Islands.</li><li>(3) Escheats, the Administration of Estates of Intestates.</li><li>(4) Police.</li><li>(5) Education.</li><li>(6) Examinations.</li><li>(7) Fine Arts.</li><li>(8) Sanitation.</li><li>(9) The (Civil) Medical Service.</li><li>(10) The Ecclesiastical Service.</li><li>(11) Civil Service Questions.</li><li>(12) Registration of Assurances.</li><li>(13) The working of the Vagrancy Act.</li><li>(14) The working of the Arms Act.</li><li>(15) Copyright.</li><li>(16) Census.</li><li>(17) Municipalities and Local Funds.</li><li>(18) Gazetteers.</li><li>(19) Weight and Measures.</li><li>(20) In the Hyderabad Assigned Districts all business connected with Law and Justice, Jails, Police, Education, the Ecclesiastical Service, the (Civil) Medical Service, Sanitation, Municipalities, the Civil Service, Registration and the Copyright Act.</li></ul>
2. Revenue and Agricultural Department.	<ul style="list-style-type: none"><li>(1) Land Revenue, including Settlements and Takavi Advances.</li><li>(2) Surveys, including Geological Surveys, but excluding Marine Surveys.</li><li>(3) Agriculture.</li><li>(4) Fibres and Silk.</li><li>(5) Cattle-breeding and Cattle-disease.</li><li>(6) Fisheries.</li><li>(7) Minerals.</li><li>(8) Meteorology.</li><li>(9) Famine.</li><li>(10) Emigration.</li><li>(11) Practical Arts and Museums.</li><li>(12) Exhibitions.</li><li>(13) Statistics of Internal Trade.</li><li>(14) Forests.</li><li>(15) Archaeology, Archaeological Surveys and the Conservation of Ancient Monuments.</li><li>(16) Patents.</li></ul>



3. Foreign Department.

- (1) Political matters generally.
- { (2) Relations with Foreign States beyond the limits of India.
- { (3) Relations with Native States and with Feudatories within the limits of India.
- { (4) Control of the Administration of Frontier Districts, and relations with Frontier and Hill Tribes, independent or semi-independent.
- { (5) Control of the Administration of the Hyderabad Assigned Districts, except in regard to business specified opposite No. 20 in the list of subjects administered by the Home Department, and in regard to the subjects administered by the Revenue and Agricultural Department.
- { (6) Control of the Administration of Ajmere-Mhairwara, except in regard to business specified opposite Nos. 3, 4, 5, 6, 7, 8, 10, 11, and 12 in the list of subjects administered by the Revenue and Agricultural Department.

3. Foreign Department

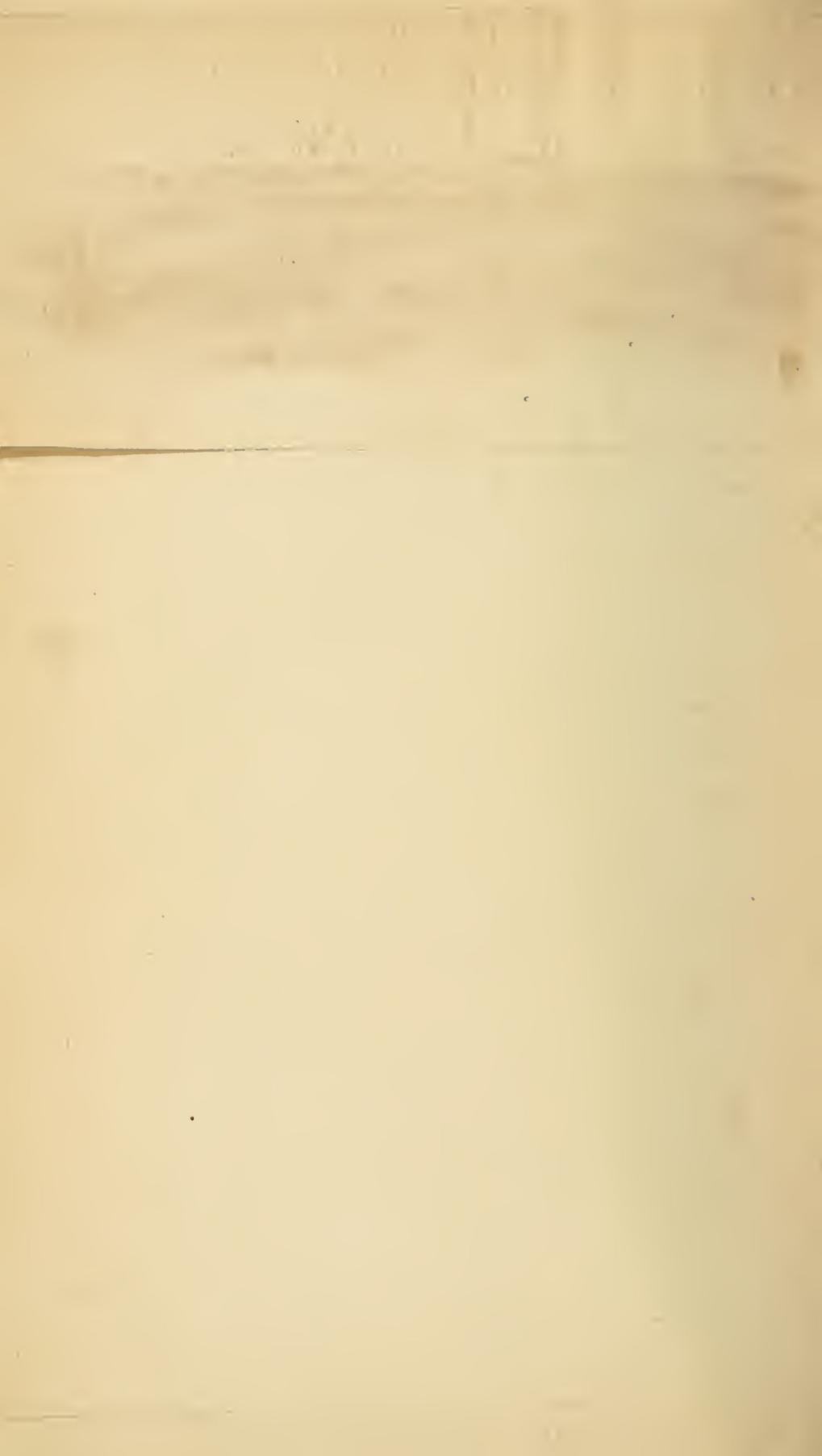
...

- { (7) Political Prisoners.
- { (8) Supervision of the Department for the Suppression of Thagi and Dakaiti in Native States.
- { (9) Political Pensions.
- { (10) Questions of extradition and extra-territorial Jurisdiction.
- { (11) Titles.
- { (12) Order of the Star of India.
- { (13) Recognition of Consuls.
- { (14) Grant of Passports.
- { (15) Ceremonials.
- { (16) Local Corps in Rajputana and Central India.

All matters connected with the Administration of the several Presidencies and Provinces in India in the following branches :—

- { (1) The Public Accounts, including estimates, Banks, Money Orders and Alienations of Revenue.
- { (2) The Public Expenditure.
- { (3) The Public Ways and Means, including Loans to and from the Public Treasury.
- { (4) The Management of the Public Funds.
- { (5) The Mints.
- { (6) The Paper Currency.
- { (7) Leave, Pay, Allowances, Pensions and Gratuities of Public Officers.
- { (8) Assessed Taxes.
- { (9) Excise.
- { (10) Opium.
- { (11) Salt.

4. Finance and Commerce Department.



4. Finance and Commerce Department.
- (12) Customs.  
(13) Stamps.  
(14) Post Office.  
(15) Statistics.  
(16) Commerce and Trade.  
(17) Merchant Shipping.  
(18) Stores from Europe.  
(19) Ports and Port Dues, Lighting and Pilot Services.
5. Military Department ... { All matters connected with the Administration of the Army and Seagoing Marine, Marine Survey's and Dangers to Navigation (corresponding to the Hydrographic Section of the Admiralty) in all Presidencies.
6. Public Works Department. { Public Works.  
Telegraphs.

[ No. 34. O. M. 3-11-92. ]



### Chapter III.—Internal organization of the Public Works Secretariat.

Sub-division of Office and work . . . . .	1	Cases which must be sent to the Secy. . . . .	28-IV
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Cases which may be disposed of by Depy. Secys. . . . .	28-II	General instructions . . . . .	28-VII
Cases which may be disposed of by Under Secy., Genl. Branch, in communication with any other Branch concerned . . . . .	28-III	References to and from the Dir. Genl. of Rys. . . . .	29
		Office Estabt. . . . .	32

#### Sub-division of Office and work.

1.. For the better despatch of business, the Office has been divided into the following Branches, with their sub-heads of classification of correspondence :—

**I.—CIVIL WORKS** (1.—ALL BUILDINGS AND WORKS PROPERLY BELONGING TO THE CIVIL ADMINISTRATION OF GOVERNMENT. 2.—TELEGRAPHHS. 3.—ALL IRRIGATION WORKS, INCLUDING DYKES AND DRAINAGE. 4.—PETROLEUM, COAL, IRON, &c.)

Sub-divided as follows :—

IRRIGATION . . . . .	(I)
CIVIL BUILDINGS . . . . .	(B)
COMMUNICATIONS . . . . .	(C)
MISCELLANEOUS . . . . .	(M)
TELEGRAPH . . . . .	(T)
TELEGRAPH ESTABLISHMENTS . . . . .	(T E)
COAL AND IRON . . . . .	(C & I)

**II.—RAILWAY** (1.—IMPERIAL, PROVINCIAL AND NATIVE STATE RAILWAYS. 2.—GUARANTEED AND ASSISTED RAILWAYS.)

Sub-divided as follows :—

TRAFFIC . . . . .	(R T)
CONSTRUCTION . . . . .	(R C)
STORES . . . . .	(R S)

## Sub-division of Office and work.

**III.—GENERAL . . . . . (G)**

All cases connected with the Establishment organization of the various Branches of the Public Works Department (including the Railway Branch but excluding the Accounts Branch and the Telegraph Department and Mining Establishments), and all proposals for changes of rules other than those relating to accounts or works; increases and decreases of establishment except the Accounts, Telegraph and Colliery Establishments; also all cases connected with the promotion of Chief and Superintending Engineers, and of the Railway Branch and those of Executive and Assistant Engineers under Local Administrations.

All matters connected with the general discipline and expenditure of the Office.

All memorials to the Government of India or Secretary of State.

**IV.—ACCOUNT (CIVIL WORKS ; BUDGETS ; RE-APPROPRIATIONS, &c., &c.)**

Sub-divided as follows :—

CIVIL WORKS . . . . .	A. C. W.
IRRIGATION . . . . .	A. I.
TELEGRAPH . . . . .	A. T.
ESTABLISHMENTS . . . . .	A. E.
GENERAL . . . . .	A. G.
RAILWAY . . . . .	A. R.

**V.—REGISTRY, CASH, RECORD, STATIONERY AND COPYING.**

2. With the exception of V, each of these Branches is a complete Office in itself, though the records of all are kept together in one room called the Record-room.

3. This Record-room is directly under the Registrar, and is the Branch for receiving, distributing, issuing, and keeping in proper order, after record, the correspondence of the whole Office. See also Chapter V, para. 3.

4. The Civil Works Branch is under the charge of the Inspector General of Irrigation and Deputy Secretary, aided by an Under Secretary, who deals also with Telegraph cases; the Railway Branch under the

## No. 29.

Chapter III, Paragraph 1.—*Insert the following as  
VI:—*

### VI.—DRAWING OFFICE AND TECHNICAL SECTION.

The staff employed in connection with the Drawing Office, Technical Section and Locomotive and Carriage and Wagon Superintendents' Committee forms a special and distinct office for the Consulting Engineer to the Government of India for State Railways entirely outside the Secretariat, and the establishment belonging to that office is not available for employment except on the particular business for which it has been provided.

[ No. 29 O. M. 24-10-92. ]

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## No. 30.

Chapter III.—Insert the following as paragraph  
4 A :—

4 A. The procedure to be observed in sending cases to the Consulting Engineer to the Government of India for criticism, and in dealing with other matters connected with his office, is as follows :—

- (a) All communications between the Consulting Engineer and the Government of India, the Director General of Railways and other Heads of Departments who may wish to consult him, and *vice versa*, will be in the form of office notes.
- (b) All cases marked to the Consulting Engineer will be submitted to him through the Deputy Consulting Engineer.
- (c) The following cases will ordinarily be marked to the Consulting Engineer :—
  - (1) Proposals and estimates for surveys.
  - (2) Survey reports of all kinds.



- (3) Estimates for the construction of new lines.
- (4) Estimates for individual works on existing railways in which engineering questions are involved.
- (5) Inspection reports on new lines or long sections of railways, and other important engineering works before opening to traffic.
- (6) Progress reports and reports of all kinds on lines under construction or connected with the execution of important engineering works.
- (7) Indents for new kinds of rolling stock or large machinery for State lines.
- (8) Reports of accidents due to failures of works or materials.
- (9) All cases in which engineering questions are involved.
- (10) Proposals for appointments of Engineers-in-Chief and files dealing with the promotion of railway engineers.
- (d) The Assistant Secretary in charge of the stores section will mark railway "Patent" cases referred for the opinion of the Consulting Engineer to that officer.
- (e) All drafts with which notes by the Consulting Engineer are being sent officially to any Local Government, or to others, should be seen by the Consulting Engineer, when at head-quarters, otherwise by his Deputy before issue.
- (f) All work required by the Consulting Engineer in connection with the proper submission of office papers, correspondence, etc., and generally all such office work, as is at present done by the secretariat clerical establishment, will be carried out in the office of the railway branch.
- Similarly, all work connected with the production of drawings which may be required for the secretariat, such as tracings, ferrotypes, lithographs, maps, and generally all work which is usually done by draughtsmen, will be carried



out by the drawing branch of the Consulting Engineer's office, and the draughtsman in charge of that section of the drawing office will refer for instructions direct to the Under Secretary of the branch concerned. The camp section of the drawing office while in Calcutta will be directly in charge of the Under Secretary, railway branch.

- (g) The Consulting Engineer will have free access to the records of the secretariat; and, of those which are printed, he may be provided with collection copies, which he may retain for his office. All requisitions for secretariat papers will be sent to the Under Secretary of the branch concerned.

[ No. 30 O. M. 24-10-92. ]



## No. 4.

CHAPTER III, Paragraph 6—*For the words, including Telegraph and Accounts, in the second and third lines substitute the words, except Accounts, Telegraph and Mining Establishments.*

[No. 4 O.M. 20-5-91].

CHAPTER III, Paragraph 7—*After the words, to that Branch, in the second line add, wherever initiated ; and for the rest of the paragraph substitute, and any case of the above description initiated in another Branch will be referred, before being finally disposed of, to the General Branch.*

Chapter II para. 7.—Omit the latter portion of this paragraph commencing with and any case. |

[No. 12 O. M.—15-1-92.]



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Sub-division of Office and work.

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Deputy Secretary for that Branch aided by an Under Secretary; the General Branch under an Under Secretary; the Accounts Branch under charge of the Accountant General and Deputy Secretary, aided by the Deputy Accountant General and *ex-officio* Under Secretary, and an Assistant Accountant General; the Registry Branch is under charge of the Under Secretary in the General Branch, who also has general control of the Office Clerks and Office arrangements, &c., in connection with which he will take the orders of the Secretary whenever he thinks it necessary to do so.

5. In matters relating to Establishments, the Officers of the Civil Works and Accounts Branches will consult the Under Secretary in the General Branch when that course is deemed desirable, and they will be held responsible that all cases which involve—

- (a).—interpretations of rules which affect personal interests;
- (b).—questions of allowances, or
- (c).—which are likely to form precedents,

are submitted to the Secretary, through the Under Secretary in the General Branch, who will, if he considers it necessary, consult the Accountant General.

6. All cases involving increase or decrease in any Branch of the Establishment, ~~including Telegraph and Accounts~~, which require the sanction of the Government of India, should be registered and dealt with in the General Branch. 204.

7. Cases which affect the Establishment of another Branch will invariably be referred to that Branch, and, on the other hand, any case of the above description which is initiated in another Branch should be transferred to the General Branch for official action. wherever initiated

8. Standing Orders and Notifications in the Gazette will be drafted in the Branch in which they originate, but will be numbered and issued from the General Branch.

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Sub-division of Office and work.

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**9.** A General Seniority List of the Engineer Establishments of the three Presidencies will be kept up in the General Branch, under the responsibility of the Under Secretary in that Branch.

**10.** The General Branch will also keep up a combined Seniority List of the Engineers employed under Local Administrations, and another of those employed on State Railways.

**11.** Casualties or leave should be noted on the back of each page of these lists with the date of the casualty, and the dates of beginning and ending of the leave. When an Officer leaves the service, either by death or retirement, his name should be struck out with red ink.

**12.** The foregoing lists will, when necessary, be submitted to the Secretary with proposals for promotions of Executive and Assistant Engineers.

**13.** The Under Secretary in the General Branch will bring to notice when any promotions of Chief or Superintending Engineers are to be made. The proposals will be initiated by him, and must be forwarded to the Secretary through the Officers in charge of the Branches concerned.

**14.** The Under Secretary in the General Branch is responsible that any promotions ~~beyond scale, or~~ in any way out of order, are brought to the notice of the Secretary.

**15.** All appointments to and promotions in the classes mentioned below must be formally audited by the Accountant General, Public Works Department, before they are gazetted:—

- (a).—Chief and Superintending Engineers.
- (b).—Engineers on the Railway List.
- (c).—Engineers on the Local Administration List.
- (d).—Superior Accounts Establishment.
- (e).—Superior Railway Revenue Establishment.

*Chapter III, para. 14.—Cancel the words beyond scale,  
or in the second line, and after the word order in the third  
line add—(which affect the Railway, Local Administration,  
and Chief and Superintending Engineers' lists.)*

[ No. 13 O. M.—15-1-92. ]



Responsibilities of the Secy., Depy. and Under Secys.

(f).—Accountants on the General and Railway Lists.

16. The Half-yearly Classified List and Distribution Return will be prepared in the General Branch.

17. The General Branch will keep corrected up to date a History of Services of the officers of the Engineer, Accounts and State Railway Establishments. The book corrected up to the 31st December of each year will be re-issued annually. To enable this to be done, the corrected copy must be sent to Press in the last week of November for proof. The Press will submit a proof as early as possible so as to enable the final proof being returned to Press on the 10th of January, and the work must then be issued by the end of the same month.

18. The History of Services of officers drawing Rs. 1,000 and above per mensem required by the India Office will also be corrected and completed annually in the General Branch, up to the 1st of July of each year. The corrected copy will be sent so as to reach the Press by the 15th July, and the History despatched to Secretary of State on or before 15th September following.

Responsibilities of the Secretary, Deputy and Under Secretaries.

19. The Secretary is generally responsible to the Government for the proper transaction of the business of the whole Office. The Deputy Secretaries and the Under Secretary in the General Branch have placed upon them the complete responsibility to the Secretary for all the business done in their Branches. All cases requiring submission to the Hon'ble Member will pass through the Secretary's hands for his information, or for any remarks he may desire to make, and will also return through his hands to the Branches concerned after orders have been passed on them. The Deputy and Under Secretaries are responsible that all orders issued are in

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Responsibilities of the Secy., Depy. and Under Secys.

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conformity with the instructions of the Members of the Government.

**20.** In matters of minor importance, orders are issued without previous reference to the Hon'ble Member, but all such orders, except on matters of mere routine, should be submitted for the approval and sanction of the Departmental Member in the Table of cases of minor importance submitted to him weekly—See Chap. IV, Paras. 29 & 40.

**21.** The Deputy Secretaries, and the Under Secretary in the General Branch, are responsible that all Standing Orders of the Department, or of the Government of India in all Departments, or of the Secretary of State, are duly attended to in the Office, and by the Authorities which correspond with the Public Works Department; and it will be their duty to bring to the notice of the Secretary any failure in these respects.

**22.** As a rule, each Deputy Secretary, aided by an Under Secretary, will be placed in special charge of a Branch of the Office, and will be regarded as the responsible head of his Branch just as though the Branches were separate Offices.

**23.** The rules for the tenure of appointments by Under Secretaries to the Government of India in the Public Works Department will be found in Appendix F.

**24.** The Under Secretaries in charge of the several Branches of the Office are expected to maintain a sufficient control over all the routine business of their Branches, as well as to conduct the duties connected with the preparation of notes and letters, &c.

**25.** The proper despatch of business requires that constant attention should be given to the regular and punctual working of the Office Establishments in all stages of the processes through which papers have to pass, from their original receipt to their final recording in the Proceedings, and any neglect of orders on the

Chapter III.—Insert the following as para. 20 A :—

*Note.*—The following is extracted from the rules and orders for the transaction of business in the Council of the Governor General (Rule ) :

*20 A.* In cases in which any department proposes to negative the proposals or overrule the decision of a Local Government the consent of the Governor General shall be obtained before orders are issued.



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Responsibilities of the Secy., Depy. and Under Secys.

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part of the Office Establishment should at once be checked, and, if necessary, brought to the knowledge of the Under Secretary in the General Branch. Special attention should be given to prompt recording. Pending cases should be as few as possible—See also Chap. IV, Para. 73.

**26.** A very few minutes in the week devoted to inspecting the Registers, &c., will secure what is wanted, and will be found by every one to be well laid out, as it will ensure regularity and precision, without which the more important duties of the Office cannot be satisfactorily carried on.

**27.** The following are some of the main points relating to the working of Branches, to which attention should be given by Under Secretaries :—

- (a).—Regularity in marking off in the Registers the disposal of papers received. This is essential to the prevention of arrears.
- (b).—Attention to the part of the Proceedings in which the papers are recorded.
- (c).—Inspection or other reports by Officers of the Secretariat, when likely to be brought on the Proceedings, should be printed like all other official documents with one-third margin.
- (d).—Care in checking the Index and Contents of the Proceedings to see that the important matters are properly noticed, and prolix or unsuitable titles rejected.
- (e).—The introduction of illustrative sketches in the Proceedings should not be allowed unless essential, and then only after reference to the Under Secretary of the Branch.
- (f).—Attention should be paid to the dockets that they are clear and sufficiently full, without being too lengthy.

Cases which may be disposed of by Under Secys.

- (g).—The neglect to record papers should also be corrected.
- (h).—The habit of putting up useless papers, and neglecting to put up those really required, should be checked—*Vide* Chap. IV, Para. 41.
- (i).—The orderly arrangement of the file sent up for orders, in accordance with the instructions given in Chap. IV, Para. 20, *et seq.*
- (j).—Attention should be paid to tying the files so that they can be easily opened. Though such matters seem trifles, they become of real importance in dealing with papers in large numbers.
- (k).—Officers in charge of Branches should be careful to watch the hand-writing of the Clerks, and to regulate their own notes so that the whole may be neat and readily legible. Office précis and notes should always be written on foolscap size paper and with not more than 20 lines to the page (*vide* Form G). The orders of Government as to large writing and open lines should be specially borne in mind.

**28.** The following are the rules regarding disposal of cases:—

**I.—CASES WHICH MAY BE DISPOSED OF BY UNDER SECRETARIES.**

*Applicable to all Branches.*

- (a).—Ordinary routine, including calls for further information which appears desirable to aid in the disposal of cases.



No. 21.

*Chapter III.*

Paragraph 28, III. Cancel entry (*l*)

## ORGANIZATION OF THE P. W. SECRETARIAT. [ CHAP. III.

Cases which may be disposed of by Depy. Secys.

- (b).—Unimportant unofficial references to and from other Departments of the Government of India, and to and from the Telegraph Department.
- (c).—Cases of second rate importance where the Local Government and Under Secretary (and the Accountant General if a "Works," "Railway" or "General" case in any way affects the Accounts Branch) concur and no new principle is involved.
- (d).—Telegrams to Secretary of State on matters connected with Store Indents which have been duly sanctioned, or on other routine or unimportant matters.
- (e).—Drafts based on office notes in which the orders are clear, and which are not of a very important nature, or are not of a class distinctly ordered to be submitted to higher authority.
- (f).—*In the absence of the Deputy Secretary any case which might under the rules be disposed of by the latter.* No. 21

*Applicable to the Railway Branch.*

- (g).—Sanctions asked for by Guaranteed Companies up to Rs. 1,000 each, if no new principle is involved, and only with the concurrence of the Accounts Branch.

## II.—CASES WHICH MAY BE DISPOSED OF BY DEPUTY SECRETARIES.

*Applicable to all Branches.*

- (a).—All cases which under the last paragraph may be disposed of by the Under Secretary of the branch, but which the latter may think fit to send on.

### CHAP. III.] ORGANIZATION OF THE P. W. SECRETARIAT.

Cases which may be disposed of by Depy. Secy., Railway Branch.

- (b).—Drafts in all cases in which definite and clear orders have been passed, unless specially excepted in the orders below.

*Applicable to the Railway Branch only.*

- (c).—References from Guaranteed Railway Companies (including the East Indian Railway Company) not under the control of a Local Government, for sanctions of all kinds, to the extent of the powers given to Local Governments and extended, with reference to these lines, to the Deputy Secretary, Railway Branch, in paragraph

Proceedings R. E., December 1879, Nos. 8—15. 17 of Public Works Despatch to Secretary of State, No. 241R., dated 26th September 1879.

- (d).—All rates and fares questions which fall under the principles already laid down.

- (e).—All communications from Government Inspectors in regard to opening lines of Railway, which he, after consultation, if necessary, with the Consulting Engineer to the Government of India for State Railways, may consider to be in ordinary course, and in which there is no material conflict of opinion between the Agent of the Railway and the Government Inspector, or between the Director General and the last-named officer or the Consulting Engineer for State Railways.

- (f).—Transfers of Executive Engineers and Assistant Engineers of the Railway Branch to or from Local Governments, which are asked for by these Governments and in which the Under Secretary, General





**CHAPTER III,** para. 28, II add as (f 2).

(f 2) Reviews of Revenue Accounts of Railways, except as provided in V (h).

[No. 1—O.M.—28-4-91].



Cases which may be disposed of by Depy. Secy., Accounts Branch.

Branch, concurs. In the event of difference of opinion between the two branches, the case must be sent on.

*f.2 - No. 1.*

*Applicable to Accounts Branch only.*

- (g).—The grant of leave to and the ordering of transfer of officers of the Accounts Branch, after communication with the branch or branches concerned, excepting those attached to the Secretariat of the Government of India.
- (h).—Alterations in Departmental forms, with the concurrence of Works, Railway or General Branch, provided that no important change of principle is involved.
- (i).—Issue of periodical financial returns, and resolutions thereon, after being seen in Works or Railway Branch.
- (j).—Preparation of Standing Orders codifying procedure approved in notes, resolutions or letters, or making merely verbal amendments, with concurrence of branches concerned.
- (k).—Grants from reserves for works, the commencement of which during the current year has been approved by Secretary or Hon'ble Member.
- (l).—Re-appropriations of grants, with concurrence of Works or Railway Branches, inclusive of transfers between the Indian and the English grants.
- (m).—All budget business except the consideration of demands for Civil Works, construction of Railways, and Major Irrigation Works (including Protective), Telegraph Services, Surveys for Railways, and

### CHAP. III. ] ORGANIZATION OF THE P. W. SECRETARIAT

Cases which may be disposed of by Under Secy., General Branch.

except generally all questions of demands on Government for funds. Works and Railway Branches to be consulted when they are affected.

- (n).—Notes on budget estimates and revised estimates and the issue of budget orders when no special questions arise; Works and Railway Branches being consulted when they are affected.
- (o).—Technicalities of account and audit decided on precedent or on Finance Department rulings.
- (p).—Arrangements connected with Departmental (Accounts Branch) examinations, not involving alteration of standard or general rules.
- (q).—Orders on Annual Finance Accounts, after being seen in Works or Railway Branch.
- (r).—Inspection reports by the Deputy Auditor General and the Deputy Accountant General.

### III.—CASES WHICH MAY BE DISPOSED OF BY UNDER SECRETARY, GENERAL BRANCH, WITHOUT SUBMISSION TO SECRETARY, BUT ALWAYS IN COMMUNICATION WITH ANY OTHER BRANCH OF THE OFFICE WHICH MAY BE CONCERNED.

The Under Secretary, General Branch, being in charge of the branch, will have powers similar to those of a Deputy Secretary in so far as these are applicable, and will be guided in the disposal of the business of his branch by the spirit of those rules.

All cases in his branch in which any other branch is interested will be sent by him to that branch before submission to the Secretary, but will be





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Cases which may be disposed of by Under Secy., Genl. Branch.

sent on by the other branch to the Secretary, unless it is stated that it should be returned first to the General Branch.

He will dispose of the following cases on his own responsibility :

- (a).—Last pay certificates sent to India Office.
- (b).—Death reports sent to India Office.
- (c).—Standing orders codifying procedure approved in notes, resolutions, or letters, or making merely verbal amendments.
- (d).—Interpretation of Code rules when there appears to be no doubt, and when other branches concerned concur.
- (e).—Advances of money.
- (f).—Promotions and appointments in the clerical establishment, after consulting the Under Secretaries of the branches concerned in the case of promotions. All office salary, contingent and travelling bills.
- (g).—Letters to Audit Office.
- (h).—Promotion rolls received for record from Local Governments (for promotions see IV-h).
- (i).—Recovery of rents for clerks' cottages.
- (j).—Lists of memorials withheld by the Government of India.
- (k).—Statements forwarded to the Secretary of State of extensions of leave or permissions to return to duty.
- (l).—Returns of officers available for transfer.
- (m).—Matters affecting the Public Works Department Classified List and History of Services of Officers of the Public Works Department.

Cases which must be sent to the Secy.

(n).—Issue of Standing Orders codifying procedure approved in notes, resolutions, or letters, or making merely verbal amendments with concurrence, if necessary, of branches concerned.

IV.—CASES WHICH MUST BE SENT TO THE SECRETARY.

(a).—Despatches from Secretary of State.

(b).\*—All cases in which it is proposed to refuse the request of a Local Government or Administration or to censure them or disapprove of their action.

(c).—Appeals to the Viceroy, except when they may be withheld under the rules for submission of memorials.

(d).\*—Projects for new Railways.

(e).\*—Proposals involving the adoption of new principles or the modifications of old ones.

(f).\*—Important unofficial references to other Departments, including all such references to the Financial Department as involve any proposal for expenditure of any kind, however trifling.

(g).—Telegrams from the Secretary of State to the Viceroy, excepting those on purely routine matters.

(h).\*—Promotions of gazetted officers.

(i).—Cases in which the heads of any two branches of the office differ in opinion.

(j).\*—Cases in which the views of any other Department differ from those recorded in the Public Works Department.

\* These cases must go on to the Honourable Member.





Drafts which must be sent to the Secy.

- (k).—Cases in which objections are raised to, or appeals made against, orders passed on the authority of a Deputy Secretary or Under Secretary, without submission to the Secretary.
- (l).\*—Cases connected with proposed legislation in the Council of the Governor General or of a Local Government, or with Acts passed by Local Legislatures.
- (m).—Cases involving sanctions beyond the powers given above to Deputy Secretary.

#### V.—DRAFTS WHICH MUST BE SENT TO THE SECRETARY.

- (a).\*—Of important despatches (in type) to Secretary of State.
- (b).—Of telegrams to Secretary of State, excepting those included in powers of Under Secretaries.
- (c).\*—Containing censures on gazetted officers.
- (d).\*—Containing important refusals of requests or which take exception to the action of Local Governments.
- (e).—In all cases in which there is any doubt as to the meaning of the orders on which the draft is based, or in which the orders have been in any way modified or added to.
- (f).\*—In all cases in which [ the Secretary† or ]  
† The asterisk does not apply to the words in brackets. the Honourable Member has given the order "draft" or "draft for approval," or when the draft has to be submitted to His Excellency or circulated to the Honourable Members of Council.

\* These cases must go on to the Honourable Member.

## CHAP. III.] ORGANIZATION OF THE P. W. SECRETARIAT.

Cases and drafts which must be sent to the Hon'ble Member.

(g).\*—In all cases where the subject involved is intricate and where a slight modification in the wording might materially affect the force of the orders. This rule is to be more particularly attended to when the order of the Honourable Member, of His Excellency, or the order in Council, is opposed to views expressed in the office notes of the Secretary or others.

(h).\*—Reviews of Revenue Accounts of Railway and Irrigation works.

### VI.—CASES AND DRAFTS WHICH MUST BE SENT TO THE HONOURABLE MEMBER.

(a).—All marked with an asterisk in the list of cases or drafts which must be sent to the Secretary.

(b).—It is not thought necessary to lay down any further specific rules as to what shall be submitted to the Honourable Member by the Secretary; but the general rule to be followed is that all matters of importance shall be so submitted, either with the view of obtaining orders, or in the form of draft orders, or both; but the submission of drafts, excepting of despatches to Secretary of State, will be comparatively rare.

(c).—Except as provided in rule VII of the Rules of Business, papers which are to be submitted for the orders of His Excellency the Viceroy shall be first submitted to the Honourable Member.

### VII.—GENERAL INSTRUCTIONS.

(a).—In all cases any authority which may be given is only permissive, and any officer

\* These cases must go on to the Honourable Member.



No. 1.

CHAPTER III, para. 28 V (h). —*Substitute*—

(h) Reviews of Revenue Accounts of Irrigation Works.  
Reviews of Revenue Accounts of Railways where special  
orders involving praise or blame are considered necessary,  
or where points of special interest are brought to  
notice.

[No. 1—O.M.—28-4-91].





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General Instructions.

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may send on a case, in any stage, which he may be empowered to dispose of, should he for any reason think proper to do so; and it should be further understood that, in cases of doubt as to the application of the rules, it is better generally to send on a case to the next higher authority.

- (b).—When a case is of a class which must be sent to an officer of higher rank in the office, or which it is thought should be so sent, it is open to the officer so sending on the case to submit it in the first instance with a “draft for approval” should he think fit.
- (c).—In the general routine of the office, unless otherwise ordered, all cases will first be submitted by the Head Clerk of the branch to the junior officer in it, by him to the next senior officer, and so on, up to the Honourable Member, or to any other officer who under these rules can dispose of the case; and similarly with drafts or orders; but it will rest with the officer in charge of the branch to make any special arrangement he may prefer on this point.
- (d).—Thus, a Deputy Secretary may order all cases, or any class of cases, to be submitted to him or to the Under Secretary direct in the first instance, and may deal with them primarily himself, or mark them to be dealt with first by any officer below him.
- (e).—He may also authorize the Under Secretary to pass on cases, received by him, direct to the Assistant Secretary for note, or for collection of information.

References to and from the Director General of Railways.

(f).—In fact, the Deputy Secretary will have complete control over the working of his branch in subordination to the general spirit of the instructions contained in the Office Manual.

References to and from the Director General of Railways.

29. References to and from the Director General of Railways will be disposed of as follows :—

(a).—In cases having reference to lines under his own control, and which are referred by him officially as Director General, his opinion should ordinarily be given either in the office notes on the file transferred in original, or in the form of a letter addressed to Government, or in more important cases, at his discretion, in the form of an official note signed by him in full as Director General, and headed “Note by the Director General of Railways on.....”

(b).—Where a Director General of Railways’ file with notes is transferred to Government, any note written by him, or concurred in, and which occurs before the words “Submitted to Government,” or before the number of the unofficial reference, will be considered as a Director General of Railways’ note, without the necessity of any further distinction.

(c).—Independent unofficial references may also be made by him in the form of notes. These might be headed “Unofficial reference from Director General of Railways, No. ” and after his initials might be added “Director General of Railways.”





## References to and from the Director General of Railways.

- (d).—Should the Director General desire, on any other case received in the Secretariat, and which he cannot dispose of as Deputy Secretary, to record an opinion as Director General of Railways before its submission to the Secretary, he will be at liberty to refer the case unofficially to the Director General, and then write a note as Director General of Railways in the form prescribed above for unofficial references initiated by him.
- (e).—Similarly, if the Secretary or Honourable Member desire to obtain the Director General of Railways' opinion, as distinct from that of the Deputy Secretary, the file will be transferred unofficially for the purpose, and the same procedure followed, unless a regular official reference is ordered, when of course the reply will be official.
- (f).—After orders have been passed on a Secretariat case, by the Honourable Member, the Viceroy, or by Council, no unofficial reference can be made for any further opinion by the Director General, though as Deputy Secretary he may, in accordance with Chapter IV, paragraph 44, of the Office Manual, make any suggestions or recommendations he may desire on a case on which the views and opinions of the Honourable Member (but not those of the Viceroy or of the Council) have been expressed, and which may have to go before Council or to another Department. Such suggestions or recommendations should, however, as ordered in that paragraph, be on a separate paper from that which contains the remarks of the

References to and from the Director General of Railways.

Honourable Member, and will not be brought on the printed record should the Honourable Member object. In making remarks of the nature alluded to, the spirit of rule XVIII, clause 2, of the Rules of Business should be carefully observed.

(g).—It is of course always open to the Director General, even after orders have been officially passed on any case, to endeavour officially to obtain a modification of them, should he have any fresh facts or arguments to put forward, or should he have reason to suppose that his views have been misunderstood.

**30.** With reference to the above rules, as to the authorities which should dispose of cases, attention is called to paragraph 29 of Chapter IV regarding 'Tabling' cases. The object of that rule is to bring all, except merely routine cases, under the notice of the Honourable Member, without obliging him to see every case.

**31.** When the post of Secretary to the Government of India in the Public Works Department is held by an officer whose experience has been chiefly in a branch of the Department other than Railway, it shall be usual in all important Railway cases for the Director General of Railways and Deputy Secretary in the Railway Branch to see His Excellency the Viceroy, and he may of his own initiative ask for an interview to explain such case.

This, however, will leave intact the Secretary's right to take up to His Excellency departmental business of any kind relating to the Public Works Department, whether concerning Railways or not, and to wait on his Excellency on the day of the week laid down from time to time for such attendance or at Council whenever occasion may require.





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Office Establishment.

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But by private arrangement the Secretary may allow the Director General of Railways to attend in his place or in company with him whenever he considers such an arrangement desirable.

Office Establishment.

**32.** The Office Establishment of each Branch of the Office, except the Registry Branch, consists of a Senior Clerk, assisted by other Clerks to whom are allotted special duties, one or more of them being reserved for general duties when necessary.

**33.** The Senior Clerk is directly responsible to the Under Secretary of the Branch for the whole of the duties. He is to exercise a general supervision over the Clerks placed under his control, to be careful that they are fully and properly employed in the public business of the Office, satisfying himself that there are no impediments creating unnecessary delay, and assisting the Clerks in any point of difficulty that may arise.

**34.** The routine duties of the Subordinate Clerks consist in keeping the Registers of Receipts and Issues, in docketing, despatching, recording, indexing and copying. The distribution of work is left to the Senior Clerks, subject, when necessary, to the orders of the Under Secretary of the Branch.

**35.** The Clerks of one Branch should abstain from making any entries in the books of another, and the issue from any Branch of letters, not properly connected with the business dealt with in that Branch, should be carefully guarded against; neglect of this precaution being likely to lead to complications.

**36.** Though the Office is divided into Branches, it is to be understood that they must mutually aid one another in time of pressure. It will be the duty of the Senior Clerks of the Branches to bring to the notice of the Registrar any unusual pressure, with the view of obtaining help in this manner.

## Chapter IV.—Method of disposing of work.

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### Disposal of ordinary receipts.

**1.** A letter on receipt is opened by the Registrar of the Office, and is entered in the "General Numerical Register of Receipts" (Form C) without reference to the subject; and the date of receipt, and name of the Branch to which it is to go, is written on its face in pencil. The General Number of the receipt is entered at the foot of the first page of the letter in the centre of the paper. Underneath the General Number is written the number of documents enclosed, if any, and underneath that the number of plans.

**2.** Notes by the Director General of Railways, Inspector General of Irrigation, Accountant General, Public Works Department, Consulting Engineer or other officer which are intended to be brought on record will also be so registered.

**3.** The General Number, with the number of enclosures and plans, will also be clearly written on each enclosure and plan, in order that, in case of separation, the letter and its enclosures may be again connected. A further object of this General Number is to enable the Registry Branch to account for every document it receives.

**4.** Should a letter received by the Secretary or other Officer be sent to a Branch direct, it will be the duty of the Branch to pass such letters on to the Registrar for registry.

**5.** Telegrams on receipt will be immediately registered like ordinary letters.





## Disposal of ordinary receipts.

6. Letters or telegrams after registry are sent to the Branch concerned, the initials of the Branch registering Clerk being taken in a book containing the General Numbers of all letters sent on each day.

All plans or drawings received by a Branch registering Clerk will be sent by him to the Drawing Office for registry. After being registered and stamped in that Office, they will at once be returned to the registering Clerk.

7. Letters should, on receipt, be read by the Senior Clerk of the Branch concerned, who, after having had noted on each in pencil the proper main heading (with minor and sub-heading if necessary), should make them over to a clerk to enter in the "Branch Register of Receipts" (Form D), the number of enclosures, distinguishing plans, being also noted under the General Numbers in the Branch Register. Reference to the letter replied to is to be written in the Register Sheet in red ink at the top of the entry. The subject entry in the Register Sheet of Receipts will then be copied roughly on an ordinary slip, which will be sent, with the letter to the Senior Clerk of the Branch, or as he may direct.

8. If spare copies of the letter accompany, they should be kept, under the orders of the Senior Clerk of each Branch, to be destroyed by him when considered of no further use. The accumulation of rubbish will thus be prevented.

9. The Senior Clerk of the Branch will be responsible that any letter, the contents of which are *urgent*, is passed on to the Under Secretary or Officer in charge of the Branch at once and separately, and the latter for its transmission without delay to the Deputy Secretary and Secretary, if necessary, for orders.

10. In dealing with personal cases, especially when memorials or petitions have been submitted, officers will be careful to see that no avoidable delay is permitted.

Disposal of ordinary receipts.

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**11.** The Register Sheet or the letters themselves will be sent to the Under Secretary of the Branch as soon as it has been prepared not later than 3 P.M. each day, for his information, and he will be responsible for dealing with urgent matters, bringing, if necessary, any particular cases at once to the notice of the Deputy Secretary or Secretary.

**12.** Whenever any Officer in charge of a Branch leaves Head Quarters on duty, a copy of the Registers of Receipts and Issues of the Branch should be sent to him should he so desire.

**13.** Officers will note anything they think necessary in the shape of instructions on the various letters in the proper column in the Register, which will be returned. On its return to the Branch, any orders given, or calls made, will be attended to.

**14.** If the letter is not urgent, and does not require papers, after it has been entered in the Register, the case will at once be prepared for orders, either by the Senior Clerk, or under his directions, or will be handed over by the Senior Clerk to the Under Secretary of the Branch to be dealt with directly by him.

**15.** As a rule no receipt should be detained in a Branch over three days without submission. Report must always be made to the Under Secretary of any paper or file detained in the Office over six days.

**16.** If previous papers are required, a "Requisition Slip" (Form E), showing the Proceedings wanted, will be prepared and sent to the Record Room, the Slip being left there as a voucher for the papers put up.

**17.** The Clerk in charge of the records will be responsible that no delay is allowed to occur in supplying the papers, and Senior Clerks will bring to notice if delays are of frequent occurrence.

**18.** When collections are put up with a case they will be arranged chronologically, the latest being uppermost. If there are unrecorded papers, besides

CHAPTER IV.—*Add to para. 16 :—[See also Chapter II, para 27.]*

[No. 19 O. M.—25.4.92.]



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Attachment of Labels and Reference Slips.

the latest receipt, they will be similarly arranged according to date; holes centrally placed will be punched  $\frac{3}{4}$ ths of an inch from the left-hand edge, 5 inches apart, and the papers will be fastened together with narrow tape tied in a bow below, so as to admit of further additions being made when necessary. If, while such a case is under consideration, further references are made on different sub-divisions of the same subject, the whole of the references will be so fastened together, and a fly sheet prepared showing the heading and the separate sub-headings on which orders are required. The notes on the whole should be continuous. See para. 22.

In all cases the notes similarly tagged together will be placed separately at the top of the file, holes being punched for the cord, one inch from top and one inch from left edges.

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Attachment of Labels and Reference Slips.

**19.** In order to secure uniformity and simplification of the methods of indicating urgency or priority in dealing with official papers, the following amended rules will be observed :—

- (a).—Labels for marking Files will be of stiff paper, or thin card-board 12 inches by 4 inches, with an eyelet in left-hand top corner, for attachment to the upper series on the File.
- (b).—The words “Early,” “Urgent,” and “Immediate,” with concise instructions, will be printed upon them, in conformity with the patterns attached. When the urgency has ceased to exist, the label will be detached.
- (c).—Labels for addressing boxes will be on ordinary paper, as heretofore, of the prescribed colours.

Attachment of Labels and Reference Slips.

(d).—The colours of the labels will be as follows:—

**White—ORDINARY.**—This will apply only to Box Labels, no indication being needed on Files or letters.

**Green (Emerald)—EARLY.**—This colour will be used for Boxes containing ordinary despatches in circulation; and for Boxes, Files, and Letters requiring priority over ordinary business during the usual office hours.

**Red (Vermillion)—URGENT.**—This colour is to be employed for Boxes containing Despatches for signature; and for Boxes, Files and Letters requiring the attention without delay of the persons to whom they are addressed, whether at their offices or at their private residences.

**Blue (Sky)—IMMEDIATE.**—This colour is only to be used in cases of *Extraordinary Urgency* requiring instant attention;—such as Petitions for reprieve on the eve of execution, Military and Political intelligence of an unusually important description, or other occurrences of great emergency. Boxes and Letters so marked must be placed *at once* in the hands of the persons to whom they are addressed, *whether by Night or by Day*.

(e).—In order to call attention to Despatches for Signature and Papers in Circulation, the list of names of Honourable Members will be printed on a white slip  $2\frac{1}{2}$  inches in width, to be gummed on the coloured ground. The nature of the contents of the box can thus at once be recognised.

(f).—The colours Green, Red, and Blue are to be used for no other purpose in connection with Files, Boxes, and Letters, than those indicated above, *viz.*, as definite indications of the three degrees—“Early,” “Urgent,” and “Immediate.” Small





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Preparation of Cases.

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labels of these colours, 3 inches by  $\frac{3}{4}$  inch, will be used on letters.

(g).—The use of "Early" labels should be restricted to cases meriting priority, and that of "Urgent" labels should be strictly limited.

(h).—A profuse employment of either will defeat the object in view. The necessity for using blue labels will be altogether exceptional.

(i).—Slips inserted for reference in the pages of a File will be of white or pale pink.

(k).—*The Paper under Consideration* in a file will invariably be marked by a slip with that heading printed upon it. Other references will be alphabetical.

Preparation of Cases.

**20.** All papers shall be submitted open and not folded over and on mill boards, of standard foolscap size, having paper binders lined with cloth. To prevent the edges of papers being frayed or torn, careful handling of Files is particularly enjoined and loose tying is to be specially avoided. All papers of size larger than foolscap must be folded to foolscap size. Heads of Branches will see that torn or frayed papers are immediately repaired.

**21.** Takeeds, abstracts of Proceedings, extracts from native newspapers, and such cases as are ordinarily filed, will be simply submitted as they are.

In other cases, if previous papers have been recorded, the receipt will ordinarily have placed above it an office note form (Form G) on which will be entered copy of the heading, and of the abstract of contents received from the receipt clerk (paragraph 3).

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Preparation of Cases.

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If previous papers have not been recorded, the general number, the authority from whom received, and number and date of the receipt, and the abstract of the contents, will be written as a continuation of the earlier notes. The general number should be in red ink.

**22.** Office précis and notes should always be written with one-third margin. Notes of any length must be paragraphed and the paragraphs numbered if printed, but will be printed *full measure*. Draft letters will similarly be written or printed with half margin. In this view the note and draft forms will have lines ruled down the paper to mark the margin, which will be reserved for marginal references, or brief corrections. Very great care must be taken that all notes, &c., intended for circulation are written in a legible hand, in order to save valuable time, which is often lost in deciphering hastily written notes—*vide* also Chapter III, para. 27 (k). When a linked file is referred to in an Office Note, the General Number of the reference in that file will be entered in the margin.

**23.** Office notes should contain matters of permanent interest only, and a special Routine Slip (Form K) will be put with each case for casual remarks, calls for information and other matters not of permanent interest. This slip is not to be sent out of the Office or printed, but, when the case is recorded, made a Keep-with, if thought necessary, of the original Proceedings.

**24.** Cases will be prepared, under the general orders of the Senior Clerk of the Branch, either by a suggestion or order made on the office Note form, or by a précis or note, or by a draft at once as occasion may seem to require.

**25.** When putting up a note or précis on a case, no attempt should be made, on any account, to paraphrase the contents of a letter; attention should simply be drawn to the portions of the letter, or the points requiring orders, and information available in the Office





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Method of disposing of Cases.

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on the points at issue should be given, and suggestions may be made as to the orders required.

**26.** When the letter forms a portion of a long correspondence, and it is necessary to recapitulate the facts to show how the case stands, it will be done as briefly as possible. Reference may be made to the previously recorded letters and notes, or former notes may be taken from earlier B Proceedings and added to. In purely routine cases, a brief suggestion for their disposal will suffice. In the case of tabular statements, a brief analysis of their contents will be given.

**27.** Office Notes should not be made to end at the foot of the last page of a sheet. The last two lines at least should be carried on to a new sheet, so that there may be a connexion between the sheets which contain the whole note and the orders.

**28.** In the case of initialled notes, the year should always be included in the abbreviated form of date that follows the initials.

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Method of disposing of Cases.

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**29.** When it is not thought necessary by the Under Secretary that a case on which orders have been passed by any inferior authority should be submitted to the Member of Council, the Under Secretary will, if he thinks it necessary, make the case "Table." The Senior Clerk of the Branch, in submitting the draft letter, will send up also the "Table Form" (Form H), with an entry in the shape in which it is intended to be entered in the Table. (See para. 40.) Senior Clerks will also call attention to cases which should, in their opinion, be tabled, in all cases in which the Under Secretary has omitted so to mark them; the Under Secretary will put his initials to the suggested order on the slip, with any needful alterations. If he thinks otherwise, he will remove the slip and dispose of the case in the ordinary way.

Method of disposing of Cases.

**30.** In dealing with cases in which any alteration of the rules of the P. W. D. Code is proposed, the Head of the Branch must note whether the alteration does or does not require the sanction of the Secretary of State.

**31.** In cases thought only to require to be "Recorded" or "Filed," the word "Record" or "File" will be written by the Senior Clerk in pencil on the margin of the paper to be dealt with, or the suggestion may be made in ink on the Office Note.

**32.** Enquiries regarding previous papers and other matters not worthy of permanent record are not to be made in the body of Office Notes, but on an office Routine slip (Form (K)).

**33.** All slips put up with cases should bear the General Number of the receipt to which they refer and should be removed from the file directly the object for which they were put up has been attained.

**34.** Under no circumstances is any Officer or Clerk to write in ink on any original document received in the Office.

**35.** Every case, as prepared, will be passed on to the Under Secretary and, if necessary, to the Deputy Secretary of the Branch. It will then be returned to the Branch either to be sent to the Secretary through the Registry Branch, or disposed of according to the nature of the case, under the powers conferred on Officers in Chapter III, paras. 4 and 19 to 26 of this Chapter.

**36.** On the return of all cases from the Secretary, they will be sent through the Registry Branch, so that the papers may be properly sorted, and distributed to the Branches by which the orders will be carried out.

**37.** In unimportant cases where the Under Secretary of a Branch has no doubt about the orders that will be passed, the draft letter may be submitted for approval at the same time with, or even instead of, the note on the case.



## CHAPTER IV.

*Add the following to para. 40 :—*

It is unnecessary to table sanctions to expenditure on Railways not exceeding Rs. 25,000 provided there is a budget grant for the year, and, in the case of stores, where funds are to be allotted from the current year's grant.

[ No. 37—O. M.—14-1-93. ]

## Method of disposing of Cases.

**38.** In any case referred to another Department, and that Department does not concur in the views submitted by this Department for consideration, orders of the Secretary must be obtained for the further action necessary.

**39.** Office memoranda from other Departments are never to be issued outside the Government of India Secretariats.

**40.** The "Table of Cases disposed of" (Form I) is a weekly abstract of the less important cases, and of the orders issued on them on the authority of the Secretary, which is submitted for the approval of the Member of the Government charged with the business of the Department.

**41.** Papers marked for the perusal or orders of Members of the Government will be put up every day (or under such other special orders as may be given), and entered in a "Circulation List" (Form J) to be kept in each Branch. They will then be sent to the Registry Branch, where all the papers from the various Branches will be put together into a box and sent out according to the order given; ordinary cases will be separated from those requiring early orders, and the latter will be put into a box to which a green or red label will be attached. Senior Clerks of Branches will indicate early and urgent cases by inserting a label on the top of the file (*vide* para. 19). It is to be considered a general rule that the papers in each case are to be arranged in proper order (*vide* para. 18) whenever they leave the Branch, needless documents removed and all really required put up. The papers on their return will come direct to the Secretary, and by him will be sent to the Registry to be re-distributed to the Branches.

## No. 6.

CHAPTER IV. *Substitute the following for para. 42.—*

**42.** Before circulation of a case ordered for Council, a brief précis of its nature and history should be prepared and a printed copy thereof supplied to each Honourable Member, together with a printed copy of the notes, correspondence and draft orders as may be ordered.

Issue of Orders.

**43.** As a rule, when a case has been noted on by His Excellency the Governor General, or by a Member of Council, no further reference thereon shall be made to another Department without the assent of the Member in charge.

**44.** Any suggestions or recommendations which it may be considered desirable or necessary to offer to the Departmental Member on any case which may have to go before Council, or to any of the other Departments of the Government of India, and on which the views or opinions of the Departmental Member have been already expressed, should be submitted in a separate note from the one which contains the remarks of the Hon'ble Member.

Issue of Orders.

**45.** Final orders having been passed on a case, the draft (Form F) will be prepared. If a Clerk has noted on the case, he will, as a rule, be the proper person to prepare the draft; but in important cases this duty should be undertaken by the Under Secretary of the Branch.

**46.** The draft will then pass to the Under Secretary of the Branch, and will be finally approved of by him, or sent on, after having been initialled by him in token of approval, to the Deputy Secretary and Secretary, through the Registry Branch, as the case may require under the rules laid down in Chapter III, para. 28. When there has been much alteration made in a draft letter, it should be fair copied and re-submitted for approval.

**47.** The Under Secretary or the Officer in charge of the Branch will note when approving a draft whether it is to issue, or go to the Deputy Secretary or Secretary or both. If this be not done, the Senior Clerk of the Branch will return the draft for orders on this point.





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Issue of Orders.

**48.** In cases in which letters or other documents will be issued in print, the manuscript drafts need not go to the Secretary, but, at the discretion of the Officer in charge of the Branch, the proof with the connected papers may go instead.

**49.** The Secretary will, at his discretion, send on drafts, in manuscript or proof, for the approval of the Member of Council in charge of the Department, or of the Governor General.

**50.** Until the orders to be issued on a case are finally approved, rough drafts should not be removed from the file, as their removal whilst a discussion is going on is frequently productive of inconvenience.

**51.** As a rule, at the discretion of the Senior Clerk, the person who drafts a letter should prepare a docket for it when it has been finally approved, and should also prepare the "Table Form," if a Table case. Each Branch and Sub-division of a Branch will have a separate "Table of Cases disposed of."

**52.** The drafter will be responsible that the enclosures, &c., to go with the letter are noted upon the draft, also the General Number (in the left-hand top corner of the first page) of the letter to which it is in reply.

**53.** A draft having been returned duly approved, it will, if to issue in manuscript, be Branch numbered, dated, entered in the "Branch Register of Issues" (Form L), fair-copied, compared and sent in for signature.

**54.** A drawing prepared in the Office will, after approval, be registered and stamped in the Drawing Office, the same register being used for both receipts and issues, and then sent for disposal to the Branch from which the order for its preparation was received. Drawings sent out from the Office must, before issue, be returned to the Drawing Office to note the number and date of the letter with which issued. The Drawing Office

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Issue of Orders.

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general number of a drawing forming an enclosure to a letter must in every case be noted on the fair copy of the letter and on the draft.

55. Short drafts, conveying a distinct order, should, if urgent, always be faired at once after approval for issue in manuscript, and sent to Press afterwards if required to be printed.

56. If the letter is to issue in print, it will, after separation from the case, be sent to the Press; and, after *final* approval, the proof will be numbered, dated and registered in the Issue Register as above, initialled by the Senior Clerk of the Branch, and then returned to the Press for the requisite number of copies to be struck off.

57. All draft letters set up in type will be printed only on one side of the paper.

58. The fair letters, whether printed or manuscript, will be submitted for signature every evening at an hour sufficiently early to admit of their being despatched by the same day's post.

59. They should previously be read and seen to be correct by the Senior Clerk, or some other responsible person in the Branch from which they issue, and both fair copies and drafts should be initialled in token of their having been examined. The Clerk who examines the fair letter for signature will be careful to see that the enclosures to accompany it are noted at foot of the letter prior to its issue.

60. All letters of first-rate importance and all conveying praise or censure must be signed by the Secretary. Other important letters must be signed by the Deputy Secretary (if any) of the Branch. Letters of less importance will be signed by the Under Secretary of the Branch. The Assistant Secretaries may sign routine letters and documents either under general or particular instructions given by the Under Secretary. The Under Secretary is responsible that letters are signed





## Issue of Orders.

by the proper Officer. In the event of the absence from the Office of the Officer who would ordinarily sign, any other Officer in charge of a Branch, any Under Secretary, or, in the case of letters from the Accounts Branch, the Deputy Accountant General may sign the letter on seeing that the draft has been duly approved; the responsibility in such cases rests with the Officer who approved the draft.

**61.** Drafts should, if possible, issue within 24 hours after approval in order to keep a check against delay in issuing, Heads of Branches should inspect their Issue Registers daily.

**62.** After the issue of the letter, the entry at the end of the office notes will be made in red ink :—

Orders issued in No.....dated.....

**63.** In the absence of the Secretary there will be no objection to any letter which would, under the previous paragraph, be signed by him, being signed by any Officer in charge of a Branch, "for the Secretary."

**64.** All Circulars and general letters to Local

The Governments of Madras, Bombay, Bengal, North-Western Provinces and Oudh, and the Punjab, in the Public Works Department.

The Chief Commissioners, Central Provinces, British Burma, Assam, and Coorg.

The Resident, Hyderabad.

The Agents to the Governor General for Central India, Rajputana, and Biluchistan.

The Accountant General, Public Works Department.

The Inspector General of Military Works.

The Director General of Railways.

The Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore, and Lucknow.

The Director General of Telegraphs.

The Director-in-Chief, Indo-European Telegraph.

The Director, Persian Telegraph.

The Director, Persian Gulf Telegraph.

how they have been, or are to be addressed. Such Governments, Administrations, and Officers on the list as are not to receive the Circular will be scored out.

Governments, Administrations, and Officers under the control of this Department, will be addressed in the order indicated in the margin. A printed list in this order will be affixed to the draft Circular or general letter as showing

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Issue of Orders.

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**65.** The Under Secretaries of Branches will sign Circulars of their respective Branches. All these Officers may exercise a discretion in sending Circulars for signature to the Secretary or Deputy Secretary in special cases.

**66.** If, from unavoidable circumstances, a letter bears a date earlier than that on which it is presented for signature, or if any delay takes place in its despatch, the date of despatch will be noted under the date of the letter in a conspicuous manner. This date will always be entered on the draft.

**67.** On the return of the signed letters, they will be ordinarily prepared for despatch the same evening, the date of despatch entered in the "Branch Register of Issues," and the letters despatched, as noted further on, under the duties of the Registry Branch. The letter and enclosures should, as a rule, be despatched together. In exceptional cases when it may appear to the Senior Clerk that the case can be disposed of without waiting for the enclosures, he should, under the orders of the Under Secretary of the Branch, despatch the letter with a pencil foot-note "enclosures will follow." For the guidance of the Officer signing a letter for issue, an entry in pencil should be entered opposite the place for signature, indicating by whom the draft has been finally passed, the entry being effaced before the letter is despatched.

**68.** Heads of Branches will forward to the Registrar, for circulation to Officers, a copy of each important Circular and General letter, as issued.

**69.** If instructions regarding the copying, keeping or returning of plans are not given by an Officer of the Branch when a case is disposed of, the Senior Clerk of the Branch will bring it to notice and ask for orders. When orders are given for ferrotyping plans, a sufficient number of copies must be printed, that one may be placed in each copy of the Proceedings.

**70.** A separate Telegraph Message Issue Book with a separate series of numbers will be kept up for each

## CHAPTER IV.

*For para. 70, substitute the following :—*

**70.** A draft telegram having been returned duly approved, will be Branch numbered, dated, entered in the “Branch Register of Issues” (Form L) in red ink, fair-copied, compared, and sent in for signature.

[No. 14 O. M.—15-1-92.]

CHAPTER IV.

*Cancel para. 71.*

[No. 15 O. M.—15-1-92.]

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## Instructions to Drafters.

Branch, and when a telegraphic message is prepared for issue, it will at the same time be entered in the Branch Book, and both the message and the book will be sent to the Officer issuing the telegram for signature, and for his initials to the latter. Telegrams will not be entered in the Branch Issue Registers.

~~71.~~ Inland telegraphic messages will be preceded by the numbers given to the messages in the Telegraph Message Issue Books with a distinguishing letter to indicate the Branch of issue. The distinguishing letters of the several Branches and Sections noted below are those specified against each—

General	Branch	.	.	.	G
Civil Works	"	.	.	.	W
Accounts	"	.	.	.	A
Railway	"	.	.	.	
,,	Stores	Section	.	.	S
,,	Construction	"	.	.	C
,,	Traffic	"	.	.	T

The following is an example—

~~G 1.—Please order Jenkins to Madras.~~

## Instructions to Drafters.

~~72.~~ The following instructions, some of which have been referred to in the preceding paragraphs, are here summarised for the guidance of drafters:—

(a).—Note at the top of the margin of the draft the Register No. or Nos. of the letter or letters replied to.

*At top of draft—*

(b).—If the letter is to be placed on the takeed list, denote in red ink with a **T**.

(c).—If urgent, insert a red "Urgent" label on the top of the file.

Instructions to Drafters.

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(d).—In any case where an Officer is censured or praised, be careful to note thus in red ink:—“ After issue send to General Branch to note.”

*At bottom of draft—*

(e).—If the case is to be made keep-with of a Collection, note in red ink **K.-W.**

(f).—If the case ought not to be recorded immediately but kept pending, denote in red ink with a **P.**

(g).—In cases of importance, note in pencil the particular paragraphs or points in the correspondence which should be specially indexed by the Recorder, and the catch or key words under which he should index.

(h).—Note in ink the documents to accompany the letter. This note will appear in the fair copy of the letter also.

(i).—Number the paragraphs of drafts.

(j).—Write drafts neatly and legibly, and do not put more than 20 lines to the page.

(k).—When sending up a draft for approval, take care to arrange the papers in the file in proper order, removing from the file any unnecessary slips and papers.

(l).—In the case of a Circular or general letter specify the Officers to whom it should go. Affix to the draft the printed complete list of Local Governments and Administrations given in the margin of para. 64, scoring out of the list, if necessary, such as are not to be addressed. Also make a note for orders as to whether the Circular should have a “Major Issue” or a “Minor Issue.”





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Recording.

- (m).—If original papers are being returned, note in red ink in the margin of the draft the papers of which copies should be kept.
- (n).—In cases where there are more than one draft, the number of drafts submitted for approval should be noted at the top of each in blue or red chalk.

## Recording.

**73.** Every endeavour must be made by prompt recording to avoid the accumulation of unwieldy masses of unrecorded papers and cumbrous collection files. See also Chapter III, para. 25.

**74.** The case having been disposed of, the unrecorded papers will be at once prepared for record, or filed, the recorded papers put up with it being returned to the Record Room as soon as they have been counter-marked with the newly recorded papers. All drawings put up with a case must be returned to the Drawing Office, such drawings as may have formed enclosures to any of the letters being noted by their Drawing Office general numbers on the docket of the recorded Proceedings as Keep-withs of the case.

**75.** All cases are to be regarded as "disposed of," and in a state to be recorded, when definite orders have been passed on them, whether those orders finally disposed of the reference, or not. When a call is made for further information which is likely to be supplied at once, or where a preliminary reference is made to some other Department without an expression of opinion in the Public Works Department, the papers should not commonly be recorded till the case can be dealt with on its merits.

**76.** Cases calling for further orders in the Finance Department, if they have been gone into, and disposed of on their merits so far as Public Works Department is concerned, should be recorded on issue of the Public

Recording.

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Works Memorandum making the reference to the Finance Department.

**77.** Original papers forwarded without an expression of opinion to other Departments for orders, or to Local Governments for report, should not be recorded before being sent.

**78.** Before recording papers which are accompanied by plans, the orders of the Deputy or Under Secretary will be taken (1) whether the originals or copies should be kept for the original Proceedings, (2) whether the original plans should be returned without any copies being kept, and (3) whether they should be ferrotyped in the office or not.

When ferrotypes have been made and the connected papers are recorded in Part A, a copy of each ferrotype should be placed with each collection copy of the Proceedings.

**79.** A copy of each sketch made to illustrate a note should invariably be placed with each copy of the Proceedings containing the note unless otherwise specially ordered.

A copy of each sketch, plan, or map, of a size not larger than foolscap, made in illustration of a letter received, or issued, must be placed in each copy of the Proceedings containing the letter, unless otherwise specially ordered. In cases of doubt the Under Secretary in charge of the Branch of the Office concerned should be consulted.

The copies of sketches, &c., should as a rule be lithographed, but the Officer in charge of the Drawing Branch will at his discretion adopt any other process he may consider suitable.

**80.** Strict attention should be paid to the rules laid down in the four foregoing paragraphs. The neglect of these instructions leads to much confusion and inconvenience, and no discretion is permitted in carrying them





## Recording.

out. If exceptional cases arise, they should be referred to the Under Secretary of the Branch for orders.

**81.** In all cases in which orders are issued from this Office after approval of the draft unofficially in any other Department of the Government of India, a note will invariably be made by the Recorder at foot of the "Collection Docket" (Form P), when recording the case in Part A, to the effect "approved in the \_\_\_\_\_ Department." A similar note will be made when a draft has been approved by His Excellency the Governor General or a Member of Council.

**82.** To check the accumulation of unrecorded or pending cases, a "Daily Report of Record Work" (Form M), showing the cases which remain unrecorded, will be prepared in each Branch, and submitted daily for the information of the Under Secretary, General Branch, or the Under Secretary of the Branch concerned, showing balance of unrecorded and pending cases.

**83.** The Records are kept in four divisions, according to their importance:—

- (a).—In "Part A" are placed papers of first importance.
- (b).—In "Part B" are placed papers of minor importance, but still worthy of being preserved.
- (c).—In "Special Files," *i.e.*, Abstracts of Proceedings and Periodical Returns which are not recorded, and such like.
- (d).—Other papers of only passing interest are "Filed."

**84.** The papers, as recorded or filed, are consecutively numbered for each sub-division of each Branch, beginning with No. 1 in each month; Part A and Part B of each sub-division of the records having a separate series of numbers. The enclosures in the same letter

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Recording.

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should have separate record numbers, but enclosures of an enclosure may be included under its number. The papers of each case are numbered in order of their dates, commencing with the earliest. Office Notes, and *Notes* by the Members of Government to which the initials of the writer only are attached, are not to be recorded, or brought on to the Proceedings, except under special orders. Such papers will be printed when belonging to cases recorded in Part A of the Proceedings and made "Keep-withs," one copy being placed with each printed Collection. *Minutes* by Members of Government, which may be known by having the signature of the writer in full, will always be recorded at length. No notes are to be recorded unless duly signed and their receipt entered in the General and Branch Registers.

**85.** Bulky enclosures or statements, and unimportant papers connected with a case recorded in Part A, which it is not absolutely necessary to reproduce in the printed Proceedings, &c., may be put up in original with the recorded papers of the case with which they are connected, and are termed "Keep-withs" or "Deposited papers." The latter name applies only to such of the papers as are considered of sufficient importance to have a regular number affixed to them, and which are therefore referred to in the Collection Docket (see para. 116). "Keep-withs" bear no Proceedings number, but on each "Keep-with" the number of the recorded Proceedings with which it is to be kept will be entered in ink. When Demi-official letters are made Keep-withs of A Proceedings, they are to be printed with the notes, i.e., as part of the notes, in chronological order.

**86.** Part A cases are printed at length, and with a "Table of Contents" (Form N); as regards Part B cases, the "Table of Contents" (Form O) of cases and the Index only are printed for the Monthly Volumes of Proceedings. Copy of a letter which has already been recorded and which forms enclosure of a letter under record need not be reprinted, but against the entry





*Recording.*

specifying the enclosure record reference of original letter must invariably be given.

**87.** The Senior Clerk of each Branch will, in doubtful cases, obtain the orders of the Under Secretary of the Branch as to the part of the Proceedings in which papers are to be recorded, whether in "A" or "B," and it is the duty of the Under Secretary to exercise a careful check over the recording. It is necessary to guard against important cases being recorded in Part B, merely because the letters are short.

**88.** If the case is to be recorded in Part A, the papers will be numbered, the outside or fly-docket and Table of Contents prepared, and the Index made, to be arranged alphabetically at the end of the month. The Proceedings columns of the Branch Registers will be filled in, and the papers will then be sent to the Press; proofs will be corrected, when necessary on account of technicalities, in the Branch in which the manuscript was prepared, and, when passed, the complete Collection, together with the manuscript originals, will be sent to the Record Room and deposited.

**89.** The number of collection copies and of full volumes of the Proceedings recorded in Part A, and of the Branch Parts of which they are composed, will be printed as shown in the Statements I and II—(Appendix II). The arrangement of the full volume of the Proceedings will be as under, and will consist of 2 Volumes:—

## VOLUME I.

*Civil Works.*

Irrigation.  
Civil Buildings.  
Communications.  
Miscellaneous.  
Telegraph.  
Telegraph Establishment.  
Coal and Iron.

*Account.*

Civil Works.  
Irrigation.  
Telegraph.  
Establishment.  
General.

*General.*

## Recording.

## VOLUME II.

*Railway.*

Construction.

Stores.

Traffic.

Account.

**90.** These orders for printing copies of the Proceedings are not to be changed in any way except by the Secretary.

**91.** Extra Collection copies, at the discretion of the Under Secretary of the Branch, are printed of the Proceedings connected with every subject of importance, such as Railway or Irrigation projects, or other questions regarding which the correspondence is likely to be long and important. Four of these collections are bound up book-fashion, in cartridge paper or other stout cover, and each fresh collection on the same subject, as it is recorded, is added to the Volumes.

**92.** One-half of these sets are kept at the Calcutta and the other half at the Simla Office, the Volumes being kept in the respective Branches, or in separate racks in the Record Room as may be most convenient. The books are compiled by classes, divided according to the questions treated of, namely, Railways, Canals, &c., and their sub-classes; and questions connected with Establishments and Accounts, with their sub-classes. Each book receives a title descriptive of its class, and the particular subject to which it relates. One Volume must remain permanently in the Office and must not be sent in circulation.

**93.** Senior Clerks of Branches are responsible that these Volumes are properly kept up by the addition of new Proceedings. At the end of each year, or at other suitable periods of the correspondence, the book collections are bound up into Volumes and numbered.

**94.** In the matter of classification, one subject, such as a Railway or Irrigation project, often has a





## Recording.

number of subordinate subjects, which may be of sufficient importance to be arranged in separate Volumes. For instance, the "series," subject Eastern Bengal Railway, might embrace the following sub-classes, the correspondence of which would be separately compiled :—

- (a).—Transfer of the line to Government.
- (b).—Doubling the line to Naihatee.
- (c).—Kanchrapara Workshops, transfer of.
- (d).—Sealdah Terminus Fxtension.
- (e).—Chitpore Goods Station, enlargement of.

Each Volume would be labelled thus—

" RAILWAY SERIES."

*Eastern Bengal Railway.*

Sub-head (a),

or (b), &c. (as the case might be). Similarly under the main class Bilaspur-Etawah project, there would be the following sub-classes :—

- (a).—Survey for the project.
- (b).—Coal explorations in Rewah.
- (c).—Terms of concession to Company.

The main heads and sub-heads must begin with their catch-words, *i.e.*, under which headings they will be found in the Index.

**95.** In a long correspondence some minor references are frequently made, which are generally recorded in Part B, while the principal papers are being recorded in Part A. In such cases the Abstract of Contents of the B Proceedings will be printed on the margin of the next succeeding A Proceedings.

**96.** A printed "Collection Docket" or list of papers should be attached to every Collection of Part A cases. This docket will contain the number and date

## Recording.

of each letter or other paper which bears a number in the recorded Proceedings, and a short abstract of its subject.

**97.** The following rules will be observed in printing Part A of the Proceedings :—

(a).—The fly or subject sheet of Collection copies of the Proceedings will be printed full measure, and references to past and future Proceedings and Keep-withs will be entered on the back of the last half sheet.

(b).—Each page of the Proceedings and Notes will have a heading showing the classification, numbers and date of the Proceedings, and also the particular number or numbers of the Proceedings printed on it thus—

“ P. W. D. Pro. (R.C.), April 1887, Nos. 242—354 (242).”

“ Notes P. W. D. Pro. (R.C.), April 1887, Nos. 242—354.”

(c).—The record reference of previous letters, &c, quoted in letters forming the Proceedings will be printed on the margin, being marked in red ink on the copy sent to the Press with a ring round the same.

(d).—The general number of a letter will be printed in the Proceedings and the note to the right of the number and date of the letter.

Where there are enclosures the general number of the letter will also be shown against each with further numeral showing position of the enclosure. Sub-enclosures will be distinguished by further serial numbers.

(e).—The names of writers of letters are always to be indicated.

**98.** In the event of a case requiring to be dealt with in more than one Branch (*vide* para. 113 *et seq.*), all the papers need not be recorded at length in each Branch. The papers will be recorded in full in the





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Recordin<sup>g</sup>.

Branch in which the principal orders are issued, and in other Branches, cross references may be made in the Records to indicate where the recorded papers of the case are to be found.

**99.** In Part B cases, the papers will be numbered and indexed, the Table of Contents prepared, the Proceedings columns of the Branch Registers filled in, and the papers then sent to the Record Room for deposit. The Table of Contents is printed and inserted in the Monthly Volume of Proceedings. The printed "Collection Docket" (Form Q) will be used by all Recorders for manuscript Part B Proceedings. Record references will be marked in Red Ink in Proceedings and notes of cases recorded in Part B. When copy of a letter previously recorded is sent as an enclosure to a subsequent communication, a further copy need not be recorded, but against the entry specifying the enclosure, record reference of original letter must invariably be given.

**100.** In File cases, the papers (Receipts and Issues) will be entered in one list, Form R, in consecutive order, and will be sent to the Paper Room at the end of the month, or retained in the Branch at the discretion of the Senior Clerk. The Proceedings columns of the Branch Register will also be duly filled in with the file numbers.

**101.** File and special file papers do not appear in the monthly Volumes of Proceedings in any shape. When papers ordered to be simply filed refer to any recorded case, they should be made Keep-withs of the last recorded papers, an entry to this effect being made in the Branch Registers.

**102.** Letters, &c., made Keep-withs of a previously recorded case shall invariably be indexed, as well as noted on the docket cover of the Proceedings.

**103.** All cases to be printed at length in the Proceedings must be sent to the Press daily as recorded, accompanied by the usual docket, Table of Contents

## Recording.

and Index slips, with a memo. (Form *g*), indicating the papers sent and number of copies of Proceedings and Notes required. This memo, when received and returned by the Press, must be filed in the Branch concerned.

**104.** No Keep-withs, except Office Notes of Part A cases, are to be sent to the Press, except under special orders of the Under Secretary of the Branch. In the case of the Office Notes, the Senior Clerks of Branches will be careful to strike out before sending them to Press any ephemeral matter not required for future reference. Papers deposited should bear a Proceedings number, and their subject abstracted on the fly-docket, but they should not be sent to the Press.

**105.** The entries in the Tables of Contents of the Proceedings, both A and B, should state in a concise way the nature of the reference, and the Order given on it. The Index should be prepared so as to give simple references to the subject.

**106.** Standing Orders being in all cases new orders, or old orders revised, should appear in the Proceedings to make these a full record of all orders of the Government. They will, as a rule, be recorded in the General Branch in Part A with the papers on which they are based. When, however, the papers on which a Standing Order is based are part of a correspondence forming a Series Volume, they will be recorded separately in the Branch to which they relate and a copy of the collection will be made Keep-with of the General Branch Proceedings containing the Standing Order.

**107.** Extra copies of important despatches from and to the Secretary of State should be struck off under the orders of the Head of the Branch, that six files of each may be regularly kept up in the Office,—three in Simla and three in Calcutta.

**108.** The Table of Contents and Index of Part B Proceedings will be sent to the Press in portions so as to reach on 10th, 20th, and last day of each month.





## Confidential Papers.

**109.** The last case, Part A, of each month, should bear on the Docket Slip itself, the remark in pencil "closes the month."

**110.** The recorded papers, in both A and B cases, will be stitched compactly together within a cover, care being taken that folded documents may open readily.

**111.** The Recording Clerk of each Branch will be held personally responsible that strict attention is paid to these orders.

## Confidential Papers.

**112.** The following procedure will be observed with confidential papers :—

(a).—Confidential papers will not pass in usual course through the Office, but will be dealt with by the Officers of the Branch and the Senior Clerk thereof.

(b).—Confidential papers will pass from hand to hand either by personal delivery, or in sealed covers.

(c).—The entries in the Registers will be made from slips furnished by the Senior Clerk of the Branch, and will be very general, sufficient only to admit of the papers being traced.

(d).—Confidential papers will not be recorded without special orders in each case being taken by the Senior Clerk from the Under Secretary of his Branch. When they are ordered to be recorded in Part A, of the Proceedings, they will, after record, be marked "confidential," and sent under a sealed cover to the Superintendent of Government Printing with instructions that they are not to be inserted in either the Branch Parts or Proceedings Volume, a sheet being inserted where they should

## Inter-communication between Branches.

appear with the remark No. 1-2 or No. 3, as the case may be, "confidential." The Superintendent of Government Printing should also be instructed to send all the collection copies printed, together with the manuscripts, under a sealed cover to the Registrar, who, on their reaching him will inform Senior Clerks of Branches concerned of their receipt.

(e).—As few copies of confidential papers as possible will be printed, and the Senior Clerk will keep a note of how each copy has been disposed of.

(f).—When confidential papers are sent out of the Office, they will be put into double covers, the inner one being marked "Confidential," and superscribed with only the name of the addressee, and the outer one will bear the usual official address.

(g).—After final action, confidential papers will be made over personally or in sealed covers by Senior Clerks of Branches to the Registrar, who will, after entering them in a Register with serial numbers, keep them in his custody under lock and key.

## Inter-communication between Branches.

**113.** It will often happen that a case has reference to the work taken up in two or more Branches, *e.g.*, an application for an additional grant of money may have to be considered in the Accounts Branch with reference to the source whence funds can be supplied, and should also be taken up in the Works Branch concerned, and an opinion given as to the propriety of the work for which the additional funds are required.

**114.** As a general rule, a case taken up in any Branch which appears to relate also to the business of

No. 27.

Chapter IV, para. 112, clause (d)--*After the sentence ending with the word "confidential" in the 14th line, add the following:--*

Branch Parts will, however, always be sent to the Secretary of State complete, those containing confidential matter being sent confidentially,

*and after the word manuscripts in following sentence add,-- and pages for Branch Parts (other than those for the Secretary of State) and Proceedings Volumes,*

[No. 27 O. M. 10 10.92.]



## Inter-communication between Branches.

another Branch of the Office, shall be sent to that other Branch for remarks before being submitted to the Secretary, or otherwise disposed of under the rules. The note of the Branch in which the case was first received may, if thought desirable by the Officer in charge of that Branch, be reserved until the other Branch concerned shall have made any remarks deemed necessary, but in any case, the papers shall be returned to the former Branch before being sent on to the Secretary, or otherwise disposed of. In the case of a paper which has to go to more than two Branches, each Branch will return it to the original Branch. Each Branch will put up all the papers of its own case except those of other Branches which have not been recorded.

**115.** All matters affecting accounts will be initiated and disposed of in the Accounts Branch, the administrative Branch or Branches concerned being consulted when necessary before orders are passed. As an example of this rule may be noted cases involving proposals to spend or appropriate money, including the Annual Budget Estimates; the last-named must be sent to all the Branches of the Office.

**116.** In cases of applications for re-appropriations, only those cases which involve a principle, or in which it may be necessary to call for explanation, will be submitted to the Accountant General after passing through the hands of the Deputy or of the Assistant Accountant General, and then to the Officer of the Works Branch concerned. In other cases the applications, after being noted on by the Accounts Branch, will go on to the Officer of the Works Branch, who, if he agrees to the re-appropriation, will sign the statement in the space set apart for the purpose. If the application is one that should be tabled, or which should go to the Secretary, the Officer of the Works Branch will so note, and the Office will act accordingly.

**117.** Indents for stores will be sent by the Secretaries in the Public Works Department of the several

Inter-communication between Branches.

Local Governments and Administrations and by the Director General of Telegraphs direct to the Director General of Stores, India Office; a copy of such indents will simultaneously be sent to the Government of India in the Public Works Department for review and record. Indents for Railway Stores will be registered and disposed of in the Railway Branch. Indents for other stores will be registered in the Accounts Branch and disposed of in communication with the Civil Works Branch.

**118.** The Accounts Branch should also see all Despatches from the Secretary of State giving intimation of the despatch of books, stores, &c., or of the intention to send out any such stores which may, or may not, have been indented for.

**119.** The Accounts Branch will bring to the notice of the Branch concerned the fact that an estimate, original or revised, is due for any work in progress, but the calls for such estimates should invariably issue from that Branch in which the estimate will be finally dealt with on receipt.

**120.** The schedules showing details of the Budget provision for establishment which accompany the Budget-Estimates of Local Governments and Administrations (*vide* P. W. D. Code, Volume II, Cap. XV), should be sent with the Accounts Branch notes on the Budget-Estimates, to the General Branch, in order that those increases which have received the sanction of the Government of India, or the Secretary of State, as the case may be, may be indicated.

**121.** Orders must not be passed in the Works Branch involving the probability of expenditure for which provision has not been made in the Budget, without previous reference to the Accounts Branch.

**122.** When a member of the Superior Establishments of the Public Works Department is praised or censured by the Government of India, the papers of the case should be sent to the General Branch before





## Inter-communication between Branches.

being sent to the Secretary, for any remarks that may seem called for on the purely personal aspect of the case, and for the guidance of that Branch in dealing with promotion or other connected cases which may be in the Office. After record, the case should again be sent to the General Branch, in order that the reference may be entered in the Service Register.

**123.** All orders containing anything personal regarding an Officer of the Superior Establishments should be noted for reference in the "Service Register" (Form S) kept in the General Branch; the Senior Clerk of a Branch will, in passing an approved draft to the Clerk in charge of the Branch Register of Issues, mark conspicuously in red chalk on a draft that contains anything personal to an Officer, the words "General Branch to note," affixing his initials to the remark. The Recorder will be held responsible that no draft so marked is recorded unless it bears the initials of the Clerk who keeps the Service Register, in proof of his having noted the case. If a draft is not so marked by the Senior Clerk, the responsibility will rest with him. After the case has been sent to General Branch, and noted in the Service Register, it will be recorded, and the Recorder will note on the Proceedings below the entry for "Keep-withs," &c., the words "noted in General Branch." These references should always be shown to the Under Secretary, General Branch.

**124.** In cases in which drafts are prepared in one Branch, on notes that have been suggested or modified in another Branch, the Under Secretary of the Branch from which the draft issues will exercise his discretion in sending the draft to such other Branch before issue, or transmission for approval to the Secretary. The object to be aimed at in every case is that the draft shall be a correct statement of the order approved by proper authority. In cases, however, where the Works Branches concerned have simply acquiesced in the proposals of the Accounts Branch, the draft letter carrying

## CHAP. IV.] METHOD OF DISPOSING OF WORK.

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### Inter-communication between Branches.

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out those proposals will not be sent to the Works Branch for initials.

**125.** The Under Secretary of the issuing Branch should determine whether drafts should be seen before being recorded, either before or after issue, by each or any Branch to which the case has been sent for remark.

*Chapter IV.—Add the following as para. 126 :—*

**126.** All cases affecting promotions of officers in the Buildings and Roads and Irrigation Branches should be seen by the Deputy Secretary, Works Branch, and all affecting those of officers in the Railway Branch should be seen by the Deputy Secretary in that Branch.

[ No. 40—O. M. 11-3-93.]

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## Chapter V.—Special Rules for different Branches.

Registry Branch and Record Room . . . . .	1	Works Branch : . . . . .	6
Distribution of letters, received, amongst the various Branches . . . . .	4	General Branch : . . . . .	10

### Registry Branch and Record Room.

**1.** The following Registers will be kept up in the Registry Branch :—

- “ General Register of Official Receipts.” (Form C.)
- “ General Register of Unofficial Receipts and Issues.” (Forms T and U.)
- “ General Register of Despatches from Secretary of State.” (Form V.)
- “ General Register of Despatches to Secretary of State.” (Form W.)
- “ General Register of Circulars Issued.” (Form X.)
- “ General Register of Demi-official Requisitions for papers, &c., received from the Registrars of other Departments.” (Form Y.)
- “ Ditto ditto sent to the Registrars of other Departments.” (Form Z.)
- “ Library Register.” (Will be kept in the Record Room.)

**2.** The duties of the Registry will consist—

- (a).—In receiving and registering (Form V), circulating and distributing to Branches, Despatches from Secretary of State.
- (b).—In receiving, registering (Form C), and distributing to Branches, all other letters.

## CHAP. V.] SPECIAL RULES FOR DIFFERENT BRANCHES.

### Registry Branch and Record Room.

- (c).—In registering under a General No. (Form W) the approved drafts of Despatches to the Secretary of State, and in issuing all signed Despatches to the Secretary of State received from the several Branches.
- (d).—In registering under General Nos. (Form X) Circulars issued from the Railway and from the other Branches.
- (e).—In sending papers from the Branches to the Secretary and to the Members of Government, and from the Secretary to the Branches.
- (f).—In despatching to the Post the letters of each day. All issues will be put into covers and closed by the several Branches, and then sent to the Registry Branch to be stamped, franked and sent to the Post, or in the case of an urgent letter in the immediate locality to be sent by a peon. All letters for the Post must be sent together in a bag.
- (g).—In distributing Standing Orders, Selections, and Reports.
- (h).—In sending to the Hon'ble Member every Saturday evening all Part A Collections (including the notes) of the Proceedings of the Government of India in the Public Works Department printed during the week.

3. The duties connected with the Record Room will consist—

- (a).—In keeping the Records in good order, and in issuing them to, and receiving them back from, the Branches; in keeping





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Distribution of letters, received, amongst the various Branches.

all the Registers of the Record Room accurately and up to date ; and in taking precautions against damp, vermin, &c., likely to injure the records.

- (b).—In keeping up the files of Circulars and Standing Orders as indicated in Chapter VIII, para. 24.

Distribution of letters, received, amongst the various Branches.

4. In distributing the letters received amongst the various Branches, the following rules, applying to cases which might be considered doubtful, will assist in the determination of this point :—

(a).—Letters in reply to a communication from any Branch must be sent to that Branch, and be subsequently transferred, if necessary, to any other Branch. This procedure will enable the Branch which issued the original letter to mark off its Register, and thus prevent the needless issue of reminders.

(b).—Annual Progress Reports of Irrigation Works and the Public Works Chapters of Annual Administration Reports will be sent to the Civil Works Branch.

(c).—Letters connected with Budget Estimates, Re-appropriation Statements, and Completion Reports of works, will be sent to the Accounts Branch.

(d).—Miscellaneous cases not connected with *Works* will be sent to the General Branch, also Annual Administration Reports.

(e).—All communications on the subject of Iron and Coal will be dealt with in the Civil

Works Branch.

Works Branch. These cases will be sent direct to the Deputy Secretary for Irrigation.

5. The Registry Branch will also see that papers sent to the Secretary, &c., are properly arranged: that is to say, that fair letters for signature, drafts, urgent papers, and unimportant and other new cases are kept separate the one from the other. It is better to collect and send all the papers of the day to the Secretary at fixed periods according to the orders of the Secretary, from time to time, than to send separate packets at all hours of the day. Of course, urgent papers will be sent in at once.

Works Branch.

6. Registers (Form *a*) will be kept in the Civil Works Branch, including Telegraph, of all sanctions to estimates of works accorded by the Government of India in this Department, and similar Registers, with such modifications as may seem desirable, will be kept in the Accounts Branch of all sanctions to expenditure on Irrigation Works, and of outlay on account of Capital on Guaranteed and State Railways.

7. When a sanction is given, the Branch concerned will see that it is at once entered in the Register and properly numbered. The Accountants by whom the Registers of sanctions to outlay on account of Irrigation Works or on Railways are kept will be answerable for their accuracy, and for the entry of the Register numbers in the drafts.

8. In every letter intimating sanction to an Estimate, there should be the following words:—"The above Estimate or sanction has been entered as [for Civil Works, No. 17 C (Communications), 17 B (Buildings), 17 M (Miscellaneous); or for Irrigation Works, 17 I; or for Railway, 17 R; or for State Railways, 17 S R,—of 1884-85] in the Register of this Office."

## No. 25.

Chapter V, para. 6.—*After the word, and, in the 7th line, add,* in Railway Construction Section.

[No. 25 O.M., 20-9-92.]

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## No. 25.

Chapter V, para. 7.—*For the words, the Registers of sanctions to outlay on account of Irrigation Works or on Railways, in the 4th and 5th lines, substitute the words, the Register of sanctions to outlay on account of Irrigation Works, and for the word, their, in the 6th line, substitute the word, its.*

No. 26 O.M., 20-9-92.]

## No. 28.

Chap. V, para. 7.—*For the word, are, in the 5th line, substitute the word, is.*

[No. 28 O.M. 10-10-92.]



*General Branch.*

Before R and S R should be entered the initials of the Railway concerned.

**9.** Original estimates are returned, but copies of the abstracts are made for reference in the Office, and should be recorded with the cases with which they are connected. Copies of the reports prefixed to the Estimate should be made under the orders of the Under Secretary, and either brought on record if of sufficient importance, or placed with the Abstract of Estimate and made a "Keep-with."

*General Branch.*

**10.** The Tables of sanctioned Establishments, and the Nominal Register of the Superior Establishments, must be kept correct up to date.

**11.** In notifying first appointments to the Department the full names of Officers should be entered and not the initials only. Similarly in all Registers kept up in the Office the Christian or other names of Officers of the Department should be entered in full, and not only the initial.

**No. 2.**

CHAPTER V, add as para. 12.

*Railway Branch.*

**12.** As a rule all State Railway projects in which any important engineering questions are involved should be sent to the Consulting Engineer to the Government of India for State Railways for criticism. In the case of Guaranteed Railways the Deputy Secretary in the Railway Branch or the Secretary will send as they may think fit.

[No. 2 O. M.—6-5-91.]

## Chapter VI.—Forms of Communications and Orders.

General Instructions . . 1	Form of designating the Governor General . . 20
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### General Instructions.

1. The various forms in which communications may issue are—

- Dockets.
- Office Memoranda.
- Letters.
- Resolutions.
- Circulars.

2. All ordinary orders on references made by subordinate authorities are communicated in *Letters*.

3. When a letter issued in the Public Works Department has to be communicated to one of the other Departments of the Government of India for information, or with a simple request, it will be done by *docket*.

4. The orders of the Government of India on matters of a general nature, or of more than usual importance, and requiring to be communicated to more than one authority, receive the form of a *Resolution* or *Circular*. In the wording of Resolutions, such expressions as the “above observations,” or “the above subject,” should be avoided; the expressions should be “these observations,” “this subject,” and so on.

5. The practice of putting a title or subject at the head of a Resolution was adopted to avoid the cumbrous practice of giving the subject of each paper read in it. It is incorrect, therefore, to give the title, and also the subject of each letter. In a few exceptional cases it may be necessary to adopt this course, but, as a rule, the letters read should simply be entered without their subject.

6. An *Office Memorandum* should, as an invariable rule, never contain orders. To *Local Governments*



## CHAPTER VI.

*For para. 8, substitute the following :—*

8. In writing of the Governments of India, Madras and Bombay, the plural number should be used ; thus, “the Government of India desire, approve, sanction, etc.” The singular number should, however, be used with respect to other Governments and Administrations.

[ No. 39—O. M.—10-3-93. ]

## General Instructions.

Office Memoranda should only be sent on matters of office detail, as in asking for missing papers, or making formal enquiries of a routine nature. Office Memoranda sent to other Departments of the Government of India should not contain formal orders of the Government in the Department of Public Works. As a rule, the Office Memorandum is the *Secretary's* mode of communicating, as distinguished from that of the Government.

7. It must always be remembered in business that the Government of India is one Government, although its business is carried on in several Departments. It is consequently not a proper thing to address the other Departments by *Letter*, or to say anything that has the appearance of setting up the authority of one Department against another. There is only one authority, that of the Government of India; where differences of opinion arise in the different Departments, they should always be referred to as opinions of the *Government* in the particular Department in which they have been formed. Any *absolute orders* of the Government in the Public Works Department, that affect other Departments, should always be communicated by *Resolution* to those Departments, after agreement has been arrived at unofficially.

8. In writing of the Government of India, the singular number should be used. Thus "the Government of India desires—approves—sanctions, &c." Further, the pronoun *it* should not be applied to the Government of India, or to any Local Government or Administration. To avoid this, such expressions as "the Governor General in Council," or "His Honour the Lieutenant-Governor," or "the Chief Commissioner," should be used, when suitable.

9. Orders of the Government of India in the Public Works Department, relating to purely departmental procedure, should be communicated direct to the Inspector General of Military Works.

## CHAP. VI.] FORMS OF COMMUNICATIONS AND ORDERS.

### General Instructions.

Any orders, however, of the Public Works Department affecting officers of the Military Works Department in their capacity as Military officers should only be communicated to the Inspector General of Military Works through the Military Department.

**10.** In the case of despatches from Secretary of State on matters of a general nature, or of more than ordinary importance, or which contain orders which are the result of correspondence between the Secretary of State and the Government of India, or between the Secretary of State and the various Departments of State in England, the correspondence shall not be published *in extenso*, but any such orders which are the result of decisions arrived at in England, will be communicated to Local Governments, &c., in the form of a Resolution containing simple and distinct instructions briefly explaining, when explanation is necessary, the ground upon which the decision is based. Similarly, when issuing for general information the decision arrived at on any personal case, the personal element should be eliminated from the correspondence circulated for information.

**11.** In an official document intended to be brought on record, office notes, initial orders, and papers of a similar character should not be mentioned or referred to unless they have either been, or are intended to be, brought on record. See also Chapter II, paras. 3 and 4.

**12.** New rules, modifications of existing rules, &c., in connection with matters which are treated of at length in the Public Works Code, are communicated in Standing Orders. Papers which it is desirable to communicate generally, or calls for information, &c., are issued in Circulars, or by letters or Resolutions bearing one issue number. All Circulars will have a title or heading of the subject matter.

**13.** Standing Orders should be prefaced with a reference to portion of Code, or Circular affected.





## General Instructions.

They should be free from preambles or reasons, and merely contain the orders. Where reasons are requisite, they should issue as Circulars in the first instance, with full explanation, and subsequently as bare orders in the form of Standing Orders. On drafts of Standing Orders it should be distinctly stated at the foot whether it is proposed that they should be applicable to the Governments of Madras and Bombay.

**14.** Each letter will, as a rule, bear a separate number, but when a letter is addressed to several parties it will receive only one number, so also will Resolutions which are not issued as Circulars. The forwarding docket of a letter will invariably receive a separate number from the letter itself, but a docket to several parties will receive only one number.

**15.** Circulars are issued in two series—Public Works, and Railway. Under Public Works are included all issuing from the Civil Works, Irrigation, General and Account Branches. For them a separate General Register is kept up (Form X) in the Registry Branch, and in each Branch a “Branch Register of Circulars issued” (Form b) is kept up. They are despatched from Branches.

**16.** Standing Orders should be issued for each volume of the Public Works Department Code; they will be drafted in the Branch in which they originate; but they are to be numbered and issued from, and recorded in, the General Branch.

**17.** In the distribution of Circulars to Governments and Departments, discretion must be used. On each Circular it should be noted to what Government, Department, or other person it is sent. A list showing the total distribution of Circulars and Standing Orders should be kept up in each Branch. Circulars intended for “Heads of Departments” will issue under a separate series of numbers, and to distinguish them from all other Circulars, they will be numbered in the Roman character.

CHAP. VI.] FORMS OF COMMUNICATIONS AND ORDERS.

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Form of designating the Governor General.

**18.** The Sanitary Commissioner with the Government of India should be furnished with copies of all Circulars which contain any information which may be of use to him.

**19.** For convenience, all Circulars should be printed on foolscap paper.

Form of designating the Governor General.

**20.** Uniformity in the mode of designating the Governor General should prevail in the Offices of the several Secretaries to the Government of India.

The title of "Viceroy" is used only on solemn occasions, such as the issue of a Proclamation, or otherwise, when the fullest degree of ceremony is required. On such occasions the style is "His Excellency the Right Hon'ble Lord , Viceroy and Governor General of India," and when repeated, "The Viceroy and Governor General."

The title of "Viceroy" is also prefixed to that of "Governor General" when any solemn act is executed, such as the assent to Bills passed by the Legislative Council, and the grant of titles, khillats, pardons, and the like, or when appointments are made to high Office, such as that of Lieutenant-Governor, Member of the Legislative Council, or Resident at a Foreign Court.

**21.** Ordinarily in mentioning the Governor General in Resolutions, Despatches, or General Orders, he should be styled "His Excellency the Governor General," or simply "the Governor General."

**22.** On formal occasions the Governor General should be addressed as "His Excellency the Most Hon'ble the Governor General," but commonly as "His Excellency the Governor General."





FORMS OF COMMUNICATIONS AND ORDERS. [CHAP. VI.

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Form of designating the Governor General.

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**23.** When the Governor General acts with his Council, the words "in Council" should be added to any of the abovementioned designations.

**24.** In communicating the orders of the Government, care should be taken to avoid the use of expressions attributing them to the Governor General alone when he is acting with his Council, or to the Secretary; and precautions should be taken in correspondence with other Officers to check any tendency to misconception or improper expressions in this respect.

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## Chapter VII.—Correspondence with Secretary of State.

### Special Rules relating to correspondence with Secretary of State.

Despatches . . . . .	1	Telegrams to and from Secretary of State . . . . .	25
Publications sent to the Secretary of State . . . . .	21	General Instructions . . . . .	28

#### Despatches.

**1.** The Government of India always confines itself to one subject in reporting to the Secretary of State, but several letters are sometimes replied to together. When this is done, then a copy of such general letters from the Secretary of State must be sent to each Branch, and indexed therein so far as it relates to that Branch. Each Branch will enter its Home Despatches in its ordinary "Registers of Receipts and Issues" and in current Alphabetical Index.

**2.** Separate General Registers of Despatches from and to the Secretary of State will be kept in the Registry Branch (Forms V & W). These despatches will be received in, and circulated from, the Registry Branch, and then distributed to the Branches. In the same way, all despatches to the Secretary of State will be despatched through the Registry Branch, in which Branch the lists of packets will be prepared.

**3.** All despatches to the Secretary of State will be issued in print, unless there are special reasons for preparing them in manuscript, and will be printed full measure both for approval and for signature.

**4.** When the draft of a despatch is to be considered in Council, a copy of the draft for each of the Hon'ble Members should be put up with the case.

**5.** On all despatches to the Secretary of State sent up for signature, it is to be noted in pencil whether the



## CHAPTER VII.

*Add the following as para. 6 A :—*

**6 A.** As a general rule, all Despatches to Her Majesty's Secretary of State on the subject of leave, allowances or pension should be forwarded to the Department of Finance and Commerce for issue.

[No. 38 O. M. 2-2-93.]

## Despatches.

draft has been approved or not, and by whom. In case of drafts not having been approved by the Governor General and entire Council, the papers are to be put in the box with the draft. Every draft despatch will be submitted to the Secretary for approval before being submitted to the Departmental Member, or prepared for issue.

6. Despatches from the Secretary of State for India are frequently received in this Office from another Department either officially or unofficially for disposal. In either case, they should be treated as if they were received *direct* from the Secretary of State, and should occasion arise to enter any such despatch in the quarterly list of unanswered despatches (para. 20), it should be noted that it was received through the other Department. When a despatch is received direct from the Secretary of State which is in reply to a despatch issued by another Department, it will at once be sent on to that Department for circulation to His Excellency the Viceroy and the Honourable Members of Council.

7. Whenever a despatch to Her Majesty's Secretary of State on a Public Works Department case issues from another Department, and the Secretary of State replies to it in the Public Works Department, a copy of such despatch should be communicated to the other Department officially, even though no further action in the matter may seem called for in that Department.

8. All letters from and to the Secretary of State are to be brought on to the regular records with the rest of the papers of the case referred to, if any. Only important despatches, however, will be recorded in Part A of the Proceedings. The unimportant despatches will be recorded in Part B.

9. The printed Collections will thus always contain, as an essential part of them, the connected correspondence with the Secretary of State, and the correspondence with the Secretary of State is thus dealt with

## Despatches.

exactly in the same manner as that with any other authority. It is open, however, to Under Secretaries to order their Branch to keep up complete files of despatches from and to the Secretary of State, having them bound annually.

**10.** In the record of a case, including a Despatch to or from the Secretary of State, the heading of Proceedings will include the subject of the case followed by the words "Secretary of State's Despatch," thus "E. I. Railway Engineer Establishments, Secretary of State's Despatch," or "Remodelling of Ganges Canal, Secretary of State's Despatch."

**11.** The Index should have special entries under the letter S for all Secretary of State's despatches recorded.

**12.** Printed copies of the papers referred to in despatches to the Secretary of State must invariably accompany the despatch. Nor should the enclosures in any case follow the despatch, the transmission of the despatch being delayed, if necessary, for the completion of the enclosures, except under special orders to the contrary.

**13.** It may be desirable occasionally, when time is of importance, to transmit to the Secretary of State advance copies of despatches which cannot be signed by all the Members of Government before the mail leaves. When it is deemed necessary to adopt this course, they should invariably be accompanied by an explanatory statement and by their enclosures while the official despatches should not be delayed longer than the next mail.

**14.** When the Proceedings of the Government of India are mentioned in any official despatch to the Secretary of State, and are not reprinted as enclosures, to avoid the difficulty experienced in tracing the Proceedings referred to, care must be taken to state accurately, besides the month and year, the page of the Proceedings.

### No. 3.

CHAPTER VII, para. 10.—*at end add—*

The name of the Secretary of State should invariably be entered within brackets, thus :—

*No. Railway, dated*

From the Secretary of State (LORD CROSS).

[No. 3 O. M. 16 5-91.]

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## *Chapter VII.—Insert the following as para. 16 A :—*

*Note.*—The following is extracted from the rules and orders for the transaction of business in the Council of the Governor General (Rule XXXVII) :

*16 A.*—The circulation of despatches for signature should, except in cases of urgency, commence, if possible, at least six days before the departure of the mail, in order that each Member of Council may have leisure to study the despatches and the papers to which they relate. Such papers, if the subject is one of importance or interest, and has not been brought before Council, should be circulated with the despatch.

In all other departments despatches shall be sent for signature—first to the Member of Council in charge of the department of issue, and thereafter to the other Members of Council, in the most convenient order with regard to their places of residence and last of all to the Governor General.

Despatches from the Secretary of State shall be circulated as promptly as possible—first to the Member of Council in charge of the department to which they appertain, then to the Governor General, and finally to the other Members of Council in the aforesaid order.

[No. 33 O. M. 3-11-92.]

Despatches.

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**15.** Care should be taken that the signatures of at least three Members of Government are obtained to despatches.

**16.** Despatches to the Secretary of State should be prepared for the signatures of the Honourable Members only whose signatures are likely to be obtained prior to issue, and the names of those who sign should be alone printed on the duplicate, triplicate, and spare copies of such despatches.

**17.** The Senior Clerks of Branches will submit to the Under Secretary of the Branch a copy of each Branch Part as soon as it is ready, with a view to orders being given as to reporting cases specially to the Secretary of State.

**18.** Ten spare copies of all papers of special interest are to be forwarded to the India Office. For this purpose each Head of a Branch or Section will submit for orders of the Under Secretary of the Branch a copy of the Monthly Abstract of Proceedings, Part A, with suggestions as to the papers that might be sent, and he will also bring to the notice of the Under Secretary cases which should be specially reported to the Secretary of State.

**19.** In cases in which any Member of the Government records in a Minute his dissent from the general conclusion adopted, the circumstance should be suitably referred to in the letter reporting the result to the Secretary of State, and the nature of the arguments on which the conclusions adopted by the Government have been based should be explained. Otherwise, no allusion will be made to variations of opinion unless under special orders.

**20.** A list (Form *c*) of despatches from the Secretary of State remaining undisposed of will be prepared quarterly by each Branch, and sent to the Registry

CHAP. VII.] CORRESPONDENCE WITH SECRETARY OF STATE.

Publications sent to the Secretary of State.

Branch, which Branch will prepare one general list for transmission to the India Office when the Proceedings Volumes for March, June, September and December are sent to the Secretary of State. See also para. 6.

Publications sent to the Secretary of State.

**21.** It being considered by the Secretary of State very desirable that all Indian Government publications should be made accessible to the public in England, extra copies of publications of general interest, in addition to the copies usually transmitted for Office use, &c., will be forwarded to the India Office according to a list kept up in the General Branch, which will, as necessary, be corrected from time to time.

**22.** Copies of the Half-yearly Classified Lists of the Public Works Department, and the Yearly Classified Lists of the Indian Telegraph Department and of the Indo-European Telegraph Department, will be sent to England according to the list mentioned in the previous paragraph.

**23.** When copies of any Reports or Publications are specially sent to the Secretary of State for distribution, a proper list of the intended recipients should in every case be forwarded, together with a letter of advice in which all details necessary for identification should be given.

**24.** Three copies of all Reports and Publications of the Public Works Department calculated to be of interest to the Corps of Royal Engineers, should be sent to the India Office for transmission to the Royal Engineers' Institute at Chatham; Officers in charge of Branches will, in this view, bring to the notice of the Secretary such reports, &c., as it may from time to time be considered desirable to send.





## Telegrams to and from the Secretary of State.

## Telegrams to and from the Secretary of State.

**25.** Telegrams addressed by the Secretary of State to the Governor General are received under docket from the Private Secretary. They should, if official, be registered as original receipts from the Secretary of State. Telegrams from the Secretary of State will be treated as follows :—

- (a).—Telegrams without any prefix will be treated as ordinary official despatches.
- (b).—Telegrams which commence with the word “Secret” will be treated as official “Secret” despatches.
- (c).—Telegrams which commence with the word “Private” if sent to any of the Departments will not be recorded or treated as official, but will be returned to the Private Secretary.
- (d).—When using the Foreign Phrase Telegraphic Code the original message will be according to the Code. The copy sent to the India Office will be the English translation. The draft of the message, as also the copy in the office book, will give both, that is, Foreign Phrase and English equivalent—the Code words printed in red ink in the margin with their equivalent in English in brackets written opposite them in black in the body of the draft telegram form as shown below :—

*Subinegi* . . { Do I rightly understand your telegram }  
of following date to mean that—  
Seventh—outlay.

*Pthisis* . . { Productive Public Works. }  
*Harenati* . . { Regular Estimate current year— }  
*Mammabas* . . { Six lakhs. }  
*Sonantem* . . { Ninety-two thousands. }  
Frontier.

CHAP. VII.] CORRESPONDENCE WITH SECRETARY OF STATE.

General Instructions.

*Malhabo* . . . Two lakhs. }  
*Socianti* . . . Forty thousands. }  
Former appears large.

**26.** When an official telegram is addressed to the Secretary of State on any important question, the Telegram will be followed on the first opportunity by a despatch reciting it, and explaining more fully the subject to which it refers, *i.e.*, the post copy of the Telegram should take the form of a despatch with explanations, and the despatch should be transmitted, notwithstanding that, as sometimes happens, the Secretary of State's reply to a message is received by wire prior to its issue. But in all cases, postal copies of Telegrams will be sent under simple dockets signed by the Secretary in this Department, and addressed to the Secretary in the Public Works Department at the India Office.

**27.** All draft Telegrams to the Secretary of State, except those on purely routine matters, will be submitted to the Secretary, with the papers connected with them, before they are fair-copied for issue.

General Instructions.

**28.** As a precaution against destruction by mildew, papers intended for despatch to England by steamers, should, as far as possible, be packed in the dry season; but if packed in the damp season, they should first be artificially dried.

**29.** Advices of despatch of annual reports, reports of casualties among European servants of Government, Last-pay Certificates, Medical Certificates and papers of a similar class must be forwarded under cover of letter signed by the Secretary in the Public Works Department, and addressed to the Secretary in the Public Works Department at the India Office.

**30.** Whenever a Local Government submits, for consideration, a question involving legislation, and it is



## No. 5.

CHAPTER VII—*Add the following to para. 29.*

A similar procedure will be followed in the case of applications for the engagement in England of mechanics and other subordinates for State Railways or other Public Works, and of other correspondence connected therewith.





CORRESPONDENCE WITH SECRETARY OF STATE. [CHAP VII.

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General Instructions.

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found desirable for the Public Works Department to communicate the sanction of the Governor General in Council to legislation being undertaken in the local Council, a copy of the papers on the subject should be transmitted to Her Majesty's Secretary of State for India as early as possible. A complete copy of the correspondence (with notes) should also be forwarded to the Legislative Department for record.

## Chapter VIII.—Miscellaneous Rules.

Publication of Despatches . . . . .	1	Removal of Head-Quarters to and from Calcutta . . . . .	28
Gazette Notifications . . . . .	3	Proofs of Papers . . . . .	30
Rules to promote expedi- tion in disposal of business . . . . .	4	All papers to be treated as confidential . . . . .	33
Rules to prevent accumula- tion of useless records . . . . .	9	Selections from the Re- cords of the Government of India . . . . .	35
Telegraphic Messages . . . . .	26		

### Publication of Despatches.

**1.** No official letters to Her Majesty's Government, or other official paper that would in ordinary course be reported for the information of the Home authorities, shall be made public until the interval shall have elapsed which is required for their receipt by the Home Government. If in any case of exigency this rule has to be transgressed, telegraphic intimation of the circumstance, with needful explanation, will at once be given to the Home Government. Similarly, communications from the Government of India to subordinate Governments will not be made public until the interval above described shall have elapsed, save under exceptional circumstances, the occurrence of which shall in each case be explained by telegram to the subordinate Government concerned.

**2.** The order contained in para. 1 should not be held to apply to documents which form part, or are likely to form part, of a correspondence between the India Office and any other Government Office in England. Such documents shall not be published without communication with the Secretary of State.

### Gazette Notifications.

**3.** Papers intended for publication in the Supplement to the *Gazette of India* will be sent direct to the Publisher of the Gazette. The Senior Clerks of Branches will be held responsible that the formality of having every paper of a collection, which is sent for publication, initialled by an Officer of the Secretariat,





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Rules to promote expedition in disposal of business.

is carefully attended to. All papers intended for publication in the *Gazette of India* should be despatched in time to reach the Publisher's Office not later than 2 P.M. every Friday afternoon. Should any notification or order be unavoidably delayed beyond that time, it should be accompanied by a certificate of urgency signed by the Secretary or Under Secretary, without which it will be kept back for the following week's gazette.

Rules to promote expedition in disposal of business.

4. On the 15th of every month, the Senior Clerk of each Branch will submit to the Officer in charge of the Branch a List (Form *d*) of cases received during the previous month and still undisposed of. When returned, they will be kept by the Branch, and cases scored out as they are disposed of. Old Lists will be sent up with the new ones monthly, until all the cases are disposed of, when the Lists may be destroyed.

5. The Arrear Lists will be endorsed with a memorandum showing the number of cases remaining undisposed of on the 15th of each month.

6. On the 12th of each month, the Registry Branch will forward to each Branch a Report (Form *e*) to be filled in with information of the total number of Receipts and Issues during the previous month, the undisposed of cases for the said month, and also for the first, second and third and more months prior thereto, respectively. From these Reports, the Registry Branch will prepare one General Abstract, which will be submitted to, and initialled by, the Under Secretary of each Branch, in token that he has satisfied himself that the various Registers, &c., of the Branch have been duly kept up. It will then be submitted for the information of the Secretary.

7. A List (Form *f*) of unanswered references or calls for information will also be sent up monthly by

## CHAP. VIII.] MISCELLANEOUS RULES.

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### Rules to prevent accumulation of useless records.

each Branch, so that the Under Secretary may check the neglect on the part of other Offices to comply promptly with, and on the part of this Office, to enforce attention to, calls made from this Office. They will be endorsed as in the case of the Statement above referred to. The First "takeed" or reminder should, as a rule, issue not later than six weeks after issue of letter.

8. The Senior Clerk of each Branch will submit to the Officer in charge of the Branch a List (Form *j*) of letters, telegrams and circulars received and issued during the quarter which remain unrecorded. The list for one quarter will be submitted at the close of the following quarter.

### Rules to prevent accumulation of useless records.

9. The rules contained in the following paragraphs are laid down with the view of preventing the accumulation of useless records, and are to be carefully attended to by the Registry Branch.

10. *Abstract Proceedings of Local Governments.*—In January of each year, those of the last year but one, should be destroyed.

11. *Printed Proceedings of Local Governments.*—These are to be retained till the room occupied by them is wanted, when the question of their destruction or return to the Local Governments is to be referred for orders.

12. *File cases.*—These will, as a rule, be destroyed after two years. Before destruction they are to be looked through by the Senior Clerks of Branches, or some reliable Clerk to be nominated by them, to see that anything likely to be useful is not destroyed.

13. *Part B cases.*—These are not to be destroyed.—See Chap. IV, para. 86 *et seq.*, for the disposal of *Part A cases*.

14. The manuscript of Part A cases returned from Press will be destroyed after three years.





Rules to prevent accumulation of useless records.

**15. Public Works Budgets and Budget Orders.**—

Two sets for each year may be bound up and kept in the Record Room, one in Calcutta and one in Simla. As many more sets as may be required for general use will also be bound and distributed to the Branches and Departments wanting them. Loose copies will be kept for four years and then destroyed.

**16. Army Lists, Army Circulars and General Orders by the Commander-in-Chief.**—One complete set of each should be placed in the Record Room and continuously added to as time passes. Spare copies, if any, may be destroyed after three years.

**17. Table Books and Circulation Lists.**—May be kept for six months.

**18. Lists of packets.**—May be kept for six months.

**19. Formal letters to Secretary, India Office, giving contents of box-packets.**—May be kept for one year and then destroyed.

**20. Public Works Chapters of the Administration Report.**—These Chapters form a portion of the entire Volumes of these Reports received annually from the Home Department. They may be destroyed after two years, one file being kept in Calcutta Record Room. The Library should be supplied with the complete General Administration Reports (one copy).

**21. Files of correspondence between the Secretary of State and the Madras and Bombay Governments.**—These should be retained.

**22. Despatches from Government of India to Secretary of State, and Secretary of State's Despatches to Government of India.**—These are now brought on record like the current correspondence.

**23. Spare copies of letters sent by Local Governments.**—To be destroyed when the matter seems to be finally disposed of.

**24. Public Works Department Circulars and Standing Orders.**—Each Branch will keep up as many

## CHAP. VIII.] MISCELLANEOUS RULES.

### Telegraphic Messages.

complete files of Circulars and Standing Orders as are required for reference by Officers and the Branch; and three complete sets of Circulars will be kept up in the Record Room.

**25.** *Gazettes*.—The volumes of the *Calcutta Gazette* up to the date of the establishment of the *Gazette of India*, and those of the *Gazette of India* from the commencement, are to be transferred to the Library after one year. Of other local *Gazettes*, Bengal, Punjab and North-Western Provinces and Oudh, may be destroyed after five years; the rest, including Madras and Bombay *Gazettes*, after one year.

### Telegraphic Messages.

**26.** No one communicating with Government, or with any public functionary, is entitled to expect a reply by telegraph. The telegraph is an extraordinary means of communication, which is not intended to be used in the transaction of public business, except on urgent and important occasions, and when the saving of time effected by the telegraph is of real importance to the public interests; and it is of the utmost consequence to the interests of the general public, and also as regards the economical working of the telegraph, that this rule should be rigidly observed by all Officers.

**27.** In communicating by telegraph on the Public Service, care should be taken to express the message in as few words as are consistent with a clear rendering of its meaning. Brevity, next to clearness, must be considered the most important considerations in telegraph messages.

### Removal of Head-Quarters to and from Calcutta.

**28.** The following rules are laid down for guidance in the matter of the removal of current papers, books and other records to and from Calcutta:—

(a).—No books of reference, such as Codes of the Public Works, Financial and Military





MISCELLANEOUS RULES. [CHAP. VIII.

Removal of Head-Quarters to and from Calcutta.

Departments, Histories of Services, Army, Classified and other Lists, shall on any account be taken to Simla or brought away therefrom without special orders. Complete sets of such books will be kept at Calcutta and at Simla. The Head Clerk of each Branch is responsible that this rule is strictly observed. The same rule applies to officers' books.

(b).—Only such papers as it is absolutely necessary to forward by this expeditious but most expensive mode of conveyance should be forwarded by passenger train and ekka.

A list of papers, &c., to be forwarded in this manner, approved by the Under Secretary, is maintained in each Branch. Alterations and additions to these lists can only be made with the concurrence of the Under Secretary in charge of the Branch concerned.

(c).—When the Office is about to close at Calcutta or Simla, the Head Clerk of each Branch will submit to the Under Secretary in charge of the Branch a detailed list of all the files in the Office (current, takeed, or pending), and will indicate those which he considers should go by passenger train, and those which he thinks might be sent "preference" or "ordinary." The Under Secretary will then give orders as to how they should be forwarded. In practice it is only necessary that cases under urgent disposal should be forwarded by passenger train.

(d).—The boxes to be carried by passenger train

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Removal of Head-Quarters to and from Calcutta.

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will, under the above rules, probably be not more than one for each Branch. They will generally be made over to one clerk for conveyance, but the Head Clerk of each Branch will be responsible for the safe arrival of the box or boxes belonging to his Branch, the weight of which he must note. When the boxes are made over to one clerk, he will be allowed to charge the Railway freight for extra luggage from Calcutta to Kalka: and from Kalka to Simla at 5 maunds per ekka, or 20 seers per coolie. These charges must be properly supported and carefully checked.

(e).—After the accounts are complete an abstract of the number of boxes, their weight and cost, forwarded by passenger train, “preference” and “ordinary,” for each section of the Office, will be submitted to the Under Secretary, General Branch, for his inspection.

**29.** The principle to be followed in regard to books is laid down below :—

(a).—*Books which are placed in the Library at Calcutta and catalogued.*—These are obtainable from the Library when required, and should not be taken to Simla, unless specially ordered.

(b).—*Books of reference on Establishment questions, such as Histories of Services, Classified Army and Civil Lists.*—Each Branch which requires these will keep up sets at Simla and Calcutta. The paper-room will arrange to have one set of each *current* List at Simla and Calcutta.





## Proofs of Papers.

- (c).—*Collections of Resolutions and Codes*.—Each Branch is responsible for having its own set which it requires.
- (d).—*Gazettes*.—The paper-room should have complete sets of these at Simla and at Calcutta.
- (e).—*Periodicals bound up*.—These should be kept in the Library at Calcutta.
- (f).—*Public Works Administration Reports and Revenue Reports*.—The paper-room should have sets of these both at Simla and Calcutta, when not in the records, and the Branches or Sections which require them for use should keep a set both at Simla and Calcutta.

New books of the above descriptions received during the Calcutta season, which ought to be in stock at Simla, should be sent up early, and new books received during the Simla season, which are required for the Library at Calcutta, or paper-room, or both, should be sent down early by *ordinary*.

## Proofs of Papers.

**30.** When a case is finally disposed of, Senior Clerks of Branches should see that all proofs not required for record or for future reference are destroyed. It is necessary that every precaution should be taken against the theft of papers.

**31.** The papers of one Branch are not at the disposal of another Branch except required by the exigencies of the latter.

**32.** No Office papers should be supplied to other than the permanent or officiating officers of the Secretariat without the orders of the Secretariat.

CHAP. VIII.] MISCELLANEOUS RULES.

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Selections from the Records of the Government of India.

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All papers to be treated as confidential.

**33.** It is to be impressed on all the Clerks that the theft of papers is felony and punishable under the Indian Penal Code, and that for the credit of the Office it is expected that they will do all in their power to prevent the crime or, if the crime be committed, to detect the perpetrator of it.

**34.** Any unauthorised communication to the public of papers or of information on official matters is a breach of trust, which, on being detected, will be followed by instant dismissal.

Selections from the Records of the Government of India.

**35.** Selections from the Records of the Government of India on important subjects are published from time to time, and are given general serial numbers by the Superintendent of Government Printing, India : Selections published by this Department will, in addition to the general serial numbers, be also given subsidiary serial numbers in Arabic, which, with the words "Public Works Department serial No.", in a distinctive lettering, will be inserted under the general serial number. These subsidiary serial numbers will be given in the Civil Works Branch, for which purpose a register will be kept up in that Branch. All final proofs of Selections when approved will be sent to the Civil Works Branch, accompanied with instructions as to the number of copies to be printed, and a list showing the distribution determined on, when the subsidiary serial number will be given and the proofs sent by that Branch to the Superintendent, Government Printing, Calcutta, with instructions to print off and distribute. The Civil Works Branch will keep account of distribution, but the Superintendent of Government Printing will fix the sale price of each copy.

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CHAPTER VIII.—Add the following as paragraph 36 under the head.

### Compensation for loss of Property.

36. The following rules have been framed for the guidance of the several Departments of the Government of India in the disposal of claims for compensation for loss of property by Civil officers :—

1. The principles laid down in articles 597 to 611 of the Army Regulations, India, Volume I, Part I, shall generally govern such cases so far as they may be applicable, and are not inconsistent with the following rules.

2. Claims to compensation made by Civil officers will only be considered by the Government of India in cases in which—

(1) the losses have been caused by the Queen's enemies, such as raiders or insurgents, or hostile forces, and are not due to mere accident, such as fire, or to ordinary thefts or robberies, even when accompanied by violence ;

(2) the officer suffering the loss was employed at the time in frontier tracts exposed to attack by wild tribes or in places known to be specially dangerous ; and

(3) the officer concerned has not contributed to the outbreak or attack by his own negligence, or want of tact or other similar fault.

3. In such cases compensation may be granted to the following extent :—

(a) to an amount



## Chapter IX.—Office Establishment.

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### Qualifications, &c., of Members of Office Establishment.

**1.** The Office of the Public Works Secretary is composed of a Registrar, and 1st, 2nd, 3rd, 4th and 5th class Clerks and Copyists. The Registrar and those in the 1st and 2nd classes belong to the Upper Division, and those in the 3rd, 4th and 5th classes to the Lower Division.

**2.** The Registrar is the head of the Office Establishment, and is to be recognized in all Branches as responsible for the general discipline and work of the Office. He is to enforce regular attendance throughout the Branches, including the menial servants of the Office, and to report to the Under Secretary in the General Branch every instance of failure or remissness that may come to his notice.

**3.** The Registrar is authorized to frank all letters sent by Post on Her Majesty's Service only. He inspects all Establishment bills, and bills for contingent expenses of the Office previously to their being passed, and has the checking of the cash accounts and the issue of stationery. He has also the special charge of the Registry Branch, and the supervision of the arrangement and custody of the whole of the Office records and of the Office Library; the general conservancy of the Office and all details involved in its general charge. He will also be in direct charge of one of the other Branches of the Office.

**4.** The Registrar deals also with all demi-official requisitions for papers or books from or to the Registrars of the other Secretariats of the Government of India,

Qualifications, &c., of Members of Office Establishment.

when such requisitions do not embrace notes or confidential papers. He is held responsible also for the following special duties :—

(a).—Despatches to the Secretary of State will be strictly watched by him, and any delay in circulation for signature brought to notice.

(b).—Unofficial references from other Departments will be distributed by the Registrar to the Branches concerned.

(c).—Punctual submission of the monthly Office arrear statements of work will be seen to by the Registrar.

5. The Registrar will take special care that cases are not improperly or unnecessarily kept pending. He will also be held responsible that Standing Orders are prepared for the amendment of the Office Manual, and that a copy of the Manual is kept corrected up to date.

6. All confidential papers and documents will be made over to, and kept by, the Registrar in his special charge.

7. Candidates for employment must produce certificates that they have been successfully vaccinated or otherwise protected from small-pox.

8. The qualifications required of copyists are—Good hand-writing and facility in reading manuscript.

9. Both the Upper and Lower Divisions will be

\* Except in the case of the appointments of the Registrar of the Office and of Senior Clerks of Branches, for filling up which an absolute power of selection must remain with the Head of the Office concerned.

recruited by means of free and open competition,\* modified, as regards the Upper Division, by conditions favourable to persons at the present time actually serving in the Lower Division to the following extent :—

(a).—Every *third* vacancy occurring in the Upper Division may be filled up by the Head





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Qualifications, &c., of Members of Office Establishment.

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of the Office, if he thinks fit, in accordance with the results of a Departmental Examination, by the promotion of Clerks already in the Lower Division of the Office.

(b).—Clerks in the Lower Division, under 40 years of age, may, with the consent of the Head of the Office, present themselves for examination for Upper Division appointments without payment of fee.

**10.** For the purpose of selecting candidates for appointments, an examination will be held in January of each year at Calcutta, Allahabad and Lahore. The particulars of the examination will be found in Appendix E.

**11.** Transfers from the Upper Division of one Government Office to that of another, or from the Lower Division of one Office to that of another, may be arranged by the Heads of the Offices concerned; but no transfer by arrangement from the Lower Division of one Office to the Upper Division of another can be allowed.

**12.** On the occurrence of vacancy in any Office when no candidate qualified under these rules is available to fill such vacancy, temporary arrangements may be made by the Under Secretary in the General Branch, under the orders of the Secretary, to carry on the work until the results of the next examination are known.

**13.** The apportionment of the work does not necessarily follow the arrangement of classes, and every person will be available for any duties for which he may be required, without any claim to allowances in addition to his fixed salary.

**14.** Clerks are ordinarily, though not as a matter of course, first appointed to the lowest class of each Division, and their future promotion within the Division to which they belong will depend entirely upon their

## Rules regarding Attendance, Leave, &amp;c.

work and merits. All persons will be on probation during their first year of service, and if their work is not then found satisfactory, they will be discharged without gratuity or compensation. This rule does not apply to Clerks selected for the Upper Division who were previously permanent Clerks in the Lower Division.

**15.** The Secretary will be mainly guided by the reports of the Under Secretaries of Branches in regulating the promotion of Clerks. No Clerk will have any claim as of right to rise beyond the grade upon which he may have been brought in, though in ordinary course Clerks who satisfy the Heads of the Office will receive promotion to vacancies in the Division as they occur. Promotions will be dealt with by the Under Secretary in the General Branch, under the orders of the Secretary.

**16.** A copy of this Manual will be given to every Clerk on his appointment to the Office, and he will be held responsible for the book given to him being posted up with all Office Orders as they issue.

**17.** The Accounts business of the Secretariat is performed by the Office of the Accountant General, which is connected with the Secretary's Office. The Clerks attached to the Accountant General's Office are subject to the rules regarding qualifications, attendance, leave, &c., laid down in this Manual. The Accountants in that Office are guided by the rules laid down in the Public Works Department Code, and such orders as may be issued by the Accountant General, or by the Secretary in the Public Works Department, on matters of discipline and routine.

## Rules regarding Attendance, Leave, &amp;c.

**18.** The hours of attendance are from 10-30 o'clock in the morning, punctually, until 4-30 o'clock in the afternoon. No time is allowed for difference in clocks or accidental delay. Clerks are expected to be at their seats by 10-30 o'clock.





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Rules regarding Attendance, Leave, &c.

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**19.** An attendance book is kept in the Registry Branch. It is to contain the name of every Clerk in the Office, the Registrar excepted, and each is to initial his name and enter the hour of his arrival. The Registrar sees and signs the daily list of attendance, and makes any necessary remarks as to absences, &c., &c.

**20.** When a Clerk from unforeseen circumstances of a really important and urgent nature is obliged to be late in his attendance, he must by letter explain the cause. The letter should be addressed to the Registrar through the Senior Clerk of the Branch and should reach him not later than 11 A. M. of the day of the Clerk's late attendance. If the letter is sent after the prescribed time, it will not be accepted, and he will be noted as late without leave for that day. The excuse of not having had time to write, or not having a messenger to send the letter, will not be admitted.

**21.** If any person is absent a whole day without leave, he forfeits his salary for the day, and frequent or systematic absence, or late attendance, will lead to dismissal in the end.

**22.** No Clerk is permitted to leave the Office during Office hours without the permission of the Senior Clerk of his Branch. It is the duty of the Senior Clerk to bring to notice any infraction of this rule. When a Senior Clerk is desirous of leave during office hours he should obtain the permission of the Under Secretary of the Branch, and should inform the Registrar that he has so obtained leave.

**23.** When a Clerk is unable in consequence of sickness to attend Office, he should report the fact by letter to the Registrar through the Senior Clerk of the Branch, which should reach him not later than 11 A. M. of the day of his absence, and every person absent on the plea of sickness must produce a medical certificate of his inability to attend if called upon to do so; and, as a rule, a medical certificate must be submitted on the

## Rules regarding Attendance, Leave, &amp;c.

third day of absence not later than 11 A. M. The certificate should state for what number of days he will be absent, and on the expiration of that period, if a continued absence is necessary, a fresh medical certificate should be submitted defining the number of days of further absence. It is to be distinctly understood that, on the expiration of each period, a fresh medical certificate must be furnished. When the medical certificate does not define the number of days of absence, a fresh certificate must be furnished on every fifth day of absence.

**24.** The Registrar is empowered to grant Clerks casual leave for three days at a time.

**25.** Regularity of attendance will be taken into consideration in determining claims to promotion. Further, no annual increase within a class will be allowed unless the claimant has been regular in his attendance, and has given satisfaction by his conduct in the preceding year.

**26.** The Office is closed on Sundays and, as work permits, under the orders of the Secretary, on all the authorized holidays mentioned in the following paragraph, and on the last Saturday in each month. Half holidays are allowed on other Saturdays, on the condition that the despatch of business is not thereby hindered.

**27.** The following days are authorized by the Government to be observed as holidays :—

New Year's day . . . . .	1
Sree Punchomee (February) . . . . .	2
Dole Jathra . . . . .	1
Good Friday and the day after . . . . .	2
Choitro Sankranti (April) . . . . .	1
The Queen's Birthday (May) . . . . .	1
Dushohara (May) . . . . .	1
Junmo Ostomi (August) . . . . .	1





## Rules regarding Attendance, Leave, &amp;c.

Mohaloyah (September or October) . . . . .	1
Doorga and Lucki Pujahs (September or October) . . . . .	12
Kali Pujah . . . . .	2
Juggodathree (November) . . . . .	2
Christmas day and two days before or after . . . . .	3

**28.** The following are observed as close holidays, *viz.* :—

New year's day . . . . .	1
Good Friday . . . . .	1
The Queen's Birthday . . . . .	1
Christmas day . . . . .	1

On other holidays, Senior Clerks of Branches must nominate Clerks for attendance for the registering of letters received and for urgent work, &c.

**29.** Official hours must be devoted to the regular, diligent, and punctual discharge of duties connected with the office, and the services of every Clerk may be commanded whenever they may be available, owing to a paucity of work in the Branch in which he is employed, or any other cause.

**30.** Clerks are not to carry on any trade, business or profession, or to have any other occupation, which may call off their attention from their official duties.

**31.** No Clerk is to receive any strangers in the rooms in which the business of the Office is carried on, except on official business.

**32.** No official documents are to be taken out of the Office by any but Senior Clerks of Branches, without their express sanction.

**33.** An Office Order Book is kept up, in which all orders issued by the Secretary are entered. This Book

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Establishment Charges.

is in charge of the Registrar, and is circulated to Officers of the Department and to the Heads of Branches, who will affix their initials to the orders in token of acknowledgment, and if they refer to any persons in the Office, their initials are also taken.

**34.** Stationery is kept under the care of the Registrar. He is to take care, as far as may lie in his power, that the issues of stationery are such only as are requisite for the purpose of the Office, and that there is no waste. Subsidiary rules regarding issue and check over stationery are laid down under the orders of the Under-Secretary, General Branch.

**35.** The Senior Clerks have to use vigilance to see that every precaution is taken against waste, and every Clerk is, on receiving stationery, to be liable to have to account for the expenditure of what has been previously issued to him.

**36.** Pen-knives, rulers, pen-holders, and other stationery of a durable nature, are not allowed, unless the old ones are surrendered. If such articles are mislaid, the persons losing them must provide fresh ones at their own expense.

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Establishment Charges.

**37.** The main heads of expenditure for the Secretariat may be regarded under the following classifications :—

- (a).—Salaries of the permanent and temporary or extra Office Establishments.
- (b).—Ordinary contingencies.
- (c).—Extraordinary or unusual contingencies.
- (d).—Tour charges.

**38.** The preliminary or first stage of the examination and scrutiny of the charges will rest with the Registrar. The final examination of the accounts will rest with the Accounts Branch, who will be guided in





## Contingent Charges.

admitting all charges under the foregoing classification by the following rules.

**39.** The sanction of the Finance Department to the permanent Office Establishment is the authority for such charges; and within the limit of the sanctioned strength and amount of salaries the charges are admissible in the monthly Pay Abstracts. Temporary Establishment, within the limits of the lump sum sanctioned in the Budget Estimate, may be entertained on the authority of the Under-Secretary in the General Branch, and any charge not coming within the authority above indicated must receive the previous sanction of the Secretary or, when necessary, of the Finance Department before its admission into the Pay Abstracts.

(a).—The Pay Abstracts on being initialled by the Registrar will be signed by the Under Secretary for the Secretary.

(b).—When the Office is in Calcutta the Pay Abstracts are subject to preaudit, after which payment is made, but at Simla the payments are made on the authority of the Secretary's signature to the Pay Abstracts, subject to post audit.

**40.** The Office Cashier is held responsible for the preparation and submission of the Pay Abstracts in sufficient time to enable pay being distributed to the Office Establishment on the first day of each month, not being Sunday or a holiday, and with this object he should be supplied by the Registrar in time with all needful information in respect of any change in connection with the pay or allowances of any individual during the month.

## Contingent Charges.

**41.** Contingent charges are classed under two main heads of "ordinary" and "hill journey" charges.

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Contingent Charges—Ordinary.

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## Ordinary Charges.

The ordinary charges may be classified under the following main heads :—

- (a).—Service postage stamps and telegrams.
- (b).—Conveyance charges.
- (c).—Coolie and hackery hire.
- (d).—Petty charges.
- (e).—Bearing postage and banghy charges.
- (f).—Packing charges.
- (g).—Transit charges.
- (h).—Punkah pullers.

(a).—*Service Postage Stamps and Telegrams.*—The receipts of the Postal and Telegraph Departments for such charges should be regarded sufficient for their admission in the accounts.

(b).—*Conveyance charges.*—  
 (c).—*Coolie and hackery hire.*—} These items are generally of an unimportant nature for which the Registrar is held responsible, and his order for payment on the vouchers should be considered sufficient.

(d).—*Petty charges.*—The following items fall under this head, and the sanction of the Under-Secretary should be obtained before any expenditure is incurred :—

- (1) Purchase of books and periodicals.
- (2) Furniture (new).
- (3) Stationery (not supplied by Stationery Office).
- (4) Renewing mats, &c.





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Hill journey charges. Cash transactions.

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- (5) Police, lighting, and water-rates.
- (6) Section-writing.
- (7) Liveries for chuprassis.
- (8) Khus-khus tatties in hot weather.

But the Registrar will pass charges for the following :—

- (1) Binding books.
- (2) Petty repairs of furniture, &c.
- (3) Umbrellas for Chuprassis.

(e).—*Bearing postage and banghy charges.*—The cover, with the initials of the Registrar, should be accepted as sufficient for passing such charges.

(f).—*Packing charges.*—  
 (g).—*Transit charges.*—  
 (h).—*Punkah pullers.*—  
 } may be passed by the  
 } Registrar.

#### Hill Journey Charges.

**42.** Hill journey charges are subject to special rules of the Finance Department, and should be made in accordance with those rules; the Registrar will exercise the preliminary scrutiny of such charges, satisfying himself that they come within the strict meaning of the rules, and that they are properly supported by the necessary certificates and vouchers before the charges are admitted by him. In any exceptional cases the previous sanction of the Secretary should be obtained.

#### Cash Transactions.

**43.** The cash transactions of the Public Works Department Secretariat and Accountant General's Office will be recorded and accounted for as follows :—

(a).—The principle to be followed in the system is that each money transaction, such as the drawing of a bill or of an advance,

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Cash Transactions.

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should be complete in itself and wholly accounted for in a single file or set of papers, and that no general cash book and set of accounts should be maintained for such transactions as at present.

(b).—All sums of money drawn on salary and allowance bills will be accounted for on the Acquittance Rolls relating to the several bills instead of in a general cash book. All such bills will, as at present, be entered in the Register of Bills which will *also* show the date on which each bill is *fully* paid.

(c).—Every advance drawn on a letter of credit will be accounted for on an Acquittance Roll and otherwise treated as if it were drawn on a bill. A rough note book will be kept up to show how each advancee is adjusted, but the file relating to each advance must also shew the progress of adjustment, detail of unadjusted balance and its final completion.

(d).—Any sum of money drawn on account of salaries, &c., remaining unpaid at the time another bill may have to be drawn out on a similar account, shall be re-funded by deduction from that bill or by cash payment into Treasury, whichever mode may be most convenient.

The file on which the unpaid balance was out-standing must show clearly how it is disposed of.

The cash balance at any one time existing in the Office, other than contingent money, must be confined to one single file or account, that is to say, one account





## Cash Transactions.

must be closed either by the money being wholly paid out or by transfer to another account as above, before another account is opened.

(e).—All expenditure on Contingencies will be passed on sub-vouchers from which a “Daily Register of Contingencies,” to be kept up for each Office separately, will be posted. The Daily Register will show the expenditure as well as the balance of Budget Grant under each sub-head of contingencies.

The daily balance of imprest cash will be shown in an abstract to be posted daily from the Registers.

(f).—The Registrar will once a week report the cash balance under General Cash and Contingencies, reporting that he has verified the balance and stating the particular account on which the general balance is held (see rule (d)).

(g).—The Contingent Bills will be made out from the progressive daily totals in the Registers B and C, and the recoupments or temporary increase of the permanent advance will be recorded in the abstract.

(h).—The undermentioned books will also be kept up in the Cash Branch in addition to the Registers and Cash Abstract already referred to—

- (1) Register of Salaries of Gazetted Officers.
- (2) Receipt Book.
- (3) Register of Bills and Letters of Credit on which money is drawn.
- (4) Note book showing how each advance is adjusted.

CHAP. IX.] OFFICE ESTABLISHMENT.

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Cash Transactions.

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- (5) Register or Statement showing, under subheads (clerks, copyists, draftsmen, and menials), the expenditure each month against the Budget Grant for temporary establishment in the Secretariat.





## Chapter X.—Press.

### General Rules.

**1.** The printing work of this Secretariat is executed in the Government Central Press. All communications from the Office to the Press should be made in writing with the Officers of the Press, and in no case with any of its subordinates. Communications from the Press to this Office will, in like manner, be made by an Officer of the Press with the Senior Clerks of Branches or Registrar.

**2.** It should be borne in mind that the work of the Press is printing only, and that all papers and collections of papers should be sent to the Press complete and in the form and order in which they are to be printed.

**3.** All current papers sent to the Press to be printed must be accompanied by a memo. (Form *h*) showing the number of copies that should be printed.

**4.** A list (Form *i*) of A cases sent to the Press during the week will be prepared every Saturday and sent to the Press. The Press will note the progress made with each case and return the list, which will then be submitted to the Under Secretary in the General Branch for information.

**5.** As a rule, copies of letters to issue in print will be struck off as per instructions given by Senior Clerks of Branches.

**6.** In cases where other Offices have intimated the numbers of copies of letters and papers they require, special instructions should be given to the Press. Copies of enclosures thus sent should be printed in the form in which an appendix to the Proceedings is set up, but with blank spaces for title, running headings, &c. If the papers issue in manuscript, but it is intended to print them afterwards, a memorandum to the effect that the required number of copies will be sent,

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General Rules.

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when printed, should be put on the manuscript copy issued. Similarly, the amount of printing in this Office should be reduced as far as possible by obtaining from other Offices, papers (Enclosures, Reports, Tabular Statements, &c.) when they exceed three pages of printed matter, in suitable form and quantity for the Proceedings in which they can be introduced as Appendices.

7. When a case is ordered to be printed previous to obtaining orders on it, not more than two copies of the papers should be printed, unless the type is to be broken up at once, in which case, the Press should be instructed to print the number of copies required for the Proceedings to be put into an appendix when the papers are recorded.

8. Cases for the Government Press at Calcutta are not to be sent as "early" or "urgent," except under the initials of an Assistant Secretary or other officer on the manuscript, and due consideration is to be shown in authorising such urgency.

9. In all figured statements containing more than ten vertical columns of figures when prepared for the Press, every fifth line should be left blank, unless the statement be sufficiently divided by horizontal lines to admit of easy reference.

10. As much printing as possible should be done at the Government Central Press at Calcutta, and demands for printing on the Simla Press must be limited. To this end special care must be taken that during the Simla season only such work be sent to the Simla Press as is immediately required for the current work of the office. Further, the earliest opportunity must be seized for giving orders to print off, so that type may not unnecessarily be kept standing, and the necessity of re-printing on Calcutta be avoided.

11. In the case of a bulky volume, such as a set of the contracts relating to one Railway, one portion may often be printed off without inconvenience before the





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General Rules.

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whole is complete, and this course should be followed when feasible; but as a rule such work should not be done in Simla during the season.

**12.** On no account should the printing work of the Technical Section be sent to the Simla Press during the season without special orders of the Deputy Secretary, Railway Branch, and only such work is to be sent by the Simla Office during the winter months as can be printed off prior to the arrival of the Government of India, care being taken that the requisite instructions are issued in time for matter being so printed off.

**13.** In sending papers to the *Simla Press* to print, no case should be marked *urgent* by any person below the rank of an Under Secretary, and similarly no case should be marked *most urgent* except by the Secretary. No other terms of urgency are permitted.

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## Appendix A.

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### Nature of Comments on the Proceedings of Local Governments.

(*Vide Chapter I, Para. 6, Sectt. Manual.*)

(*Pros., September 1864, C. W.—Mis., Nos. 22—4.*)

No. 1337, dated 20th July 1864.

*From—LIEUT.-COL. M. K. KENNEDY, R.E., Secy. to the Govt. of  
Bombay, P. W. Dept.,*

*To—The Secretary to the Government of India, P. W. Dept.*

**1.** I am directed to acknowledge the receipt of your letter No. <sup>32-C.</sup> <sub>2615</sub>, dated the 16th June 1864, calling for explanation in connection with certain entries in the Abstract of the Proceedings of this Government in the Public Works Department for the month of April 1864.

**2.** I reply, I am directed by His Excellency the Governor in Council to submit the annexed Memorandum (*deposited*) affording the information required by the Government of India, and to remark that the detailed criticism, contained in your letter above quoted, of the monthly Abstracts of the Proceedings of this Government is, in its formality, its extent, and its minuteness, a comparatively new feature in the control exercised by the Government of India over the Local Governments, and one which is not calculated, in the opinion of this Government, at all to improve the efficiency of the Public Works Department.

**3.** This Government does not wish for a moment to question the power of the Government of India to review the proceedings of the Local Governments, and to call for any information it may consider necessary. But it is submitted for the consideration of the Governor General in Council, that the regular and indiscriminate exercise of such power, in the form and manner of which the present letter is an example, must be productive of evils far more serious than it can possibly be the means of correcting.

**4.** If the trained intellects and wide experience of the Officers who advise the Government of India on such subjects, are employed





PROCEEDINGS OF LOCAL GOVERNMENTS. [APPENDIX A.

Nature of Comments by the Government of India.

on this minute criticism of the monthly Abstracts of Proceedings, and if the approval or disapproval by the Government of India of the acts of this Government is to depend on the result of the reference, it is only meet that the explanations should be afforded by the members of this Government, or at any rate be carefully revised by them. In that case, a very large portion of the time of every member of the Board must be from time to time devoted to the subject.

5. In the opinion of this Government it would in that case be better in every respect as saving valuable time, labour, and expense to dispense at once with the whole agency of this Government intermediate between the Superintending Engineers and the Secretary to the Government of India, in the Public Works Department.

6. But if the criticism originates with the able departmental subordinates who are at the disposal of the Public Works Department of the Government of India, the Government of Bombay would put it to the Government of India, whether it is safe to leave the approval or disapproval of the acts of this Government to depend on information so obtained ?, and whether it would not be well to indicate the authority of the criticism by some form which does not, like the present letter, imply a call made by the special authority of the Viceroy in Council ?

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No. <sup>726C.</sup>  
<sub>4110</sub>, dated 10th September 1864.

From—COLONEL R. STRACHEY, R.E., Secy. to the Govt. of India,  
P. W. Dept.,

To—The Secretary to the Govt. of Bombay, P. W. Dept.

1. In reply to your letter No. 1337, dated 20th July, relative to the call made in Public Works Department No. <sup>325C.</sup>  
<sub>2618</sub>, dated 16th June, for explanations as to certain items in the Abstract Proceedings of the Bombay Government for April last, I am directed to state for the information of His Excellency the Governor of Bombay in Council, that the enquiries in question were made by the specific order of His Excellency the Governor General in Council, and that His Excellency in Council must continue to exercise his discretion in making such enquiries as he thinks needful, relative to any matters entered in the proceedings of the Bombay Government.

2. The Governor General in Council is not aware of anything peculiar either in the character of the enquiries now referred

## APPENDIX A.] PROCEEDINGS OF LOCAL GOVERNMENTS.

### Nature of Comments by the Government of India.

to, or in the manner in which they were made. In no case have the observations made gone beyond a simple request for explanation, or a recital of established rules or orders of the Government of India to which attention seemed not to have been given.

3. It is an established custom that all Local Governments and Administrations should submit their proceedings, in abstract or at length, to the Government of India, for the express purpose of the Supreme Government making itself acquainted with these proceedings, and if any matters are recorded that seem to call for explanation, it becomes the duty of the Government of India to make enquiry regarding them. For the proper performance of this duty, the Governor General in Council is responsible to the Secretary of State.

4. The comments made in the letter now remarked upon by the Government of Bombay mainly involve matters of financial practice to which Her Majesty's Government has recently very specially called the attention of the Government of India. Regularity in the preparation and sanction of estimates for works before they are put in hand is one of these points. Another is attention to the established rules as to the creation of appointments or additions to authorised salaries.

5. Another subject is the provision of quarters at the public expense for persons not entitled to such accommodation by the established rules of the service. The Governor General in Council feels certain that Her Majesty's Government would view with displeasure any relaxation of the rules on this subject likely to lead to expense which was not absolutely necessary.

6. A further point was the apparent creation of a separate fund from sources which it seemed to the Governor General in Council should have been treated as public income. This involves an important financial principle which the Government of India has recently more than once had to repeat in connexion with orders given by His Excellency the Governor of Bombay in Council.

7. The Governor General in Council, while he desires that these explanations should be given for the information of His Excellency the Governor of Bombay in Council, must express his regret that the Bombay Government should have thought it necessary to comment in the manner that it has done on the action of the Government of India in this matter, and that allusion should have been made to the Officers entrusted with the duties of the Public Works Secretariat as having addressed the Bombay Government in the name of the Governor General in Council without sufficient authority, notwithstanding the recent intimation





## PROCEEDINGS OF LOCAL GOVERNMENTS. [APPENDIX A.

### Nature of Comments by the Government of India.

of the Government of India that it was objectionable to refer to the Secretary as if he were the originator of the orders issued by the Government of India. The points objected to will be placed before the Secretary of State, and the Governor General in Council will be guided by the orders of Her Majesty's Government in his future proceedings in similar cases. Meanwhile, pending the receipt of the instructions of the Secretary of State, the Government of India must continue to be guided by established custom and its own views of what is proper.

8. \* \* \* \*

9. In conclusion, I am directed to observe that it is apparent that the Governor General in Council would not have deemed it necessary to make enquiry on several of the entries that have been referred to, had more full explanations of the circumstances been given in the Abstract Proceedings.

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No. 74, dated 10th September 1864.

*From—The Government of India,  
To—Her Majesty's Secretary of State for India.*

1. We have the honour to forward, for your information and for such instructions as you may desire to give in the matter, the inclosed correspondence with the Government of Bombay, which arose from a call made by this Government for explanations in regard to certain entries in a monthly Abstract of the Proceedings of the Bombay Government.

2. You will observe that it is objected by the Government of Bombay that the action taken by us in this matter is not likely to improve the efficiency of the local Public Works Department; that the regular and indiscriminate exercise of the power possessed by the Supreme Government to review the proceedings of Subordinate Governments must be productive of evils far more serious than it can possibly be the means of correcting; that if the approval or disapproval of the acts of the Government of Bombay is to depend on the result of such references from the Government of India, it is only proper that the required explanations should be afforded by the members of the Government, or be carefully revised by them; that this would involve devotion to the subject from time to time of a large portion of the time of every member of the Board, and that it would in that case be better in every respect, as saving valuable time, labour, and expense, to dispense at once

## APPENDIX A.] PROCEEDINGS OF LOCAL GOVERNMENTS.

### Nature of Comments by the Government of India.

with the whole agency of the Bombay Government intermediate between the Superintending Engineers and the Secretary to the Government of India in this Department.

3. A perusal of the letter referred to by the Bombay Government, which was written under the express instructions of the Governor General and the Member of Council charged with the Public Works business of the Government of India, and was in no sense issued or dictated by the Secretary on his own authority, as is implied by the Bombay Government, will, we think, satisfy you that there was nothing peculiar or objectionable in the character of the enquiries made, or in the manner in which it was done. In no case did the observations go beyond a simple request for explanation or a recital of established rules or orders of the Government of India to which attention seemed not to have been given by the Bombay Government. The comments mainly involved matters of financial practice, such as regularity in the preparation and sanction of estimates for works before they are put in hand; the creation of appointments or additions to authorized salaries; the provision of quarters at the public expense to persons not entitled to such accommodation by the established rules of the service; and the creation of a separate fund from sources which, in our opinion, should have been treated as public income.

4. It is, as you are aware, an established custom that all Local Governments and Administrations should submit their proceedings to the Government of India, and if there are any matters recorded in them that seem to call for explanation, we are responsible to Her Majesty's Government that the necessary enquiries are made.

5. We have caused the Bombay Government to be informed that the question raised by them will be referred to you for orders, but that meanwhile the Government of India in dealing with these matters, must continue to be guided by established custom and its own views of what is proper.

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( *Pro., January 1865, C. W.—Mis., No. 15.* )

No. 65, dated 23rd November 1864.

*From—Her Majesty's Secretary of State for India,  
To—The Government of India.*

1. I have received and considered in Council Your Excellency's despatch No. 74 of 10th September last, enclosing correspondence with the Government of Bombay, which arose out of a call made





PROCEEDINGS OF LOCAL GOVERNMENTS. [APPENDIX A.

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Nature of Comments by the Government of India.

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by Your Government for explanations in regard to certain entries in a monthly Abstract of the Proceedings of the Bombay Government.

2. It appears that in sending up the required explanation, the Bombay Government took occasion to remark both on the character of the call itself, and on the manner in which it had been made. Their objections, together with your replies, are fully stated in your despatch, which concludes by referring for my decision the questions raised by the Bombay Government, to whom you have intimated that, pending the receipt of further instructions on the subject, you will "continue to be guided by established custom and by your own views of what is proper."

3. In these words the course which it is fitting for you to pursue appear to me to be so correctly indicated, as to render it unnecessary for me to furnish you with any additional instructions. Your right to call for explanation of anything in the recorded proceedings of the Local Governments regarding which you may not be satisfied cannot be questioned, and has, indeed, been expressly admitted by the Government of Bombay. All that is requisite is that the power of supervision, which it is indispensable that you should possess, should be exercised with discretion, and it is obvious that discretion cannot be made the subject of regulation.

4. I shall add nothing to Your Excellency's comments on the repetition by the Bombay Government of a previous impropriety in referring to your Public Works Secretary, as if he had been the originator of orders issued by the Government of India.

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No. <sup>66C.</sup>  
<sub>303</sub>, dated 18th January 1865.

*Endorsed by P. W. Dept.*

Copy of above, with copy of the despatch from the Government of India, to which it is a reply, forwarded to the Government of Bombay for information, in continuation of Public Works Department No. <sup>788C.</sup>  
<sub>4410</sub>, dated 10th September last.

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## Appendix B.

### Rules for Submission, &c., of Memorials.

(*Vide Chapter II, Para. 10, Sectt. Manual.*)

*Rules for the submission, receipt and transmission of memorials and other papers of the same class, addressed to Her Majesty the Queen, Empress of India, or to the Right Honourable the Secretary of State for India, by private persons or by Officers of all Civil Departments.*

*N.B.—These rules do not in any way affect or supersede orders issued on the same subject by the military authorities for the guidance of the Army.*

*(Notifications by the Government of India in the Home Department (Public), No. 707, dated 29th March 1878; No. 972, dated 24th May 1878; No. 208, dated 30th January 1879; No. 2112, dated 7th November 1879; and No. 445, dated 18th March 1881.)*

#### General Rules.

- I.—No memorial will be received or attended to unless forwarded as hereinafter prescribed.
- II.—Every memorial should be accompanied by a letter requesting its transmission to the authority to which it is addressed.
- III.—Every memorial addressed to Her Majesty or to the Secretary of State for India should be forwarded through the Local Government under which the writer is residing or is employed.
- IV.—Memorials to Her Majesty or to the Secretary of State from persons in the Madras and Bombay Presidencies should be forwarded direct by the Local Government, with a full statement of facts and an expression of opinion, except in the case of memorials which relate to any rule or standing order of the Government of India, or which, if granted, would cause expenditure, for which the Imperial and not the Local Government would primarily be responsible, or which relate to any legislative proceeding of the Governor General in Council, or to an Act to which the Governor General has assented or which relate to a case which has been previously under the consideration of the Government of India, whether on appeal or otherwise. Such memorial





## RULES FOR SUBMISSION OF MEMORIALS. [APPENDIX B.

### General Rules.

should be forwarded with a covering letter containing a full statement of facts and an expression of opinion to the Government of India in the Department having cognizance of the subject-matter of such memorial, by which Department the memorials will be transmitted to the Secretary of State.\*

V.—Memorials to Her Majesty or to the Secretary of State from persons in Bengal, the North-Western Provinces and Oudh, or the Punjab, should be forwarded by the Local Government, with a full statement of facts and an expression of opinion, to the Government of India, in the proper Department for transmission to the authority addressed.†

VI.—Memorials to Her Majesty or to the Secretary of State from persons in the minor Administrations—the Central Provinces, British Burma, Berar, Mysore, Coorg and Assam—should be forwarded, with a full statement of facts and an expression of opinion, by the Chief Commissioner, or other Officer charged with the administration of the Province, to the Government of India, in the proper Department for transmission to the authority addressed.‡

VII.—No limit is fixed to the time within which an appeal from an order of the Governments in India must be preferred to the Home Government, except in the case of appeals from a judicial decision in which the Judge is a Political Officer, and in which the appeal ordinarily lies to Government in the Political Department. Such appeals must be preferred within a

\* In the case of memorials and petitions against, or regarding Acts passed by, the Legislative Council of the Governor General, the Legislative Department is to be considered to be the Department having cognizance of the subject-matter of the memorial. Such memorials will be transmitted to Her Majesty's Secretary of State through that Department; and to it should be referred all memorials of the kind now described, which may reach any other Department of the Government of India. The Legislative Department will, when necessary, consult the Executive Department concerned before disposing of, or transmitting, such memorials.—*Home Department No. 22—996-1001 Public, dated 24th May 1878.*

† Appeals by private persons from the orders of Lieutenant-Governors lie, in the first instance, to the Governor General in Council. An appeal to the Secretary of State will lie only in the event of an appeal to the Governor General in Council having been rejected.

‡ In these minor Administrations, also, appeals by individuals from the orders of the Chief Commissioners, &c., lie, in the first instance, to the Governor General in Council, and thereafter to the Secretary of State.

## APPENDIX B.] RULES FOR SUBMISSION OF MEMORIALS.

### General Rules.

period of twelve months from the date of communication to the persons concerned of the order to which objection is taken.

VIII.—Memorials may be transmitted either in manuscript or in print, but must, with all accompanying documents, be properly authenticated by the signature of the memorialist on each sheet.

IX.—Memorials, together with their accompanying documents, should be in English.\* If the accompanying documents must necessarily be forwarded in the vernacular, an English translation should be appended, which should be attested by the signature of the memorialist.

N. B.—It will be well for the transmitting office to examine such translations and, if they are found to be incorrect or faulty, to notice the fact in sending on the memorial.

X.—It is not necessary that memorials should be forwarded in duplicate or triplicate. The originals will invariably be transmitted to England, a copy being made and retained by the Government of India, if necessary, for record.

XI.—As a general rule, the transmission to England, of a memorial duly forwarded through the proper channel will not be delayed by the transmitting Government in India beyond a month after the receipt of such memorial.

\* As it frequently happens that the disposal of vernacular petitions presented to the Government of India is delayed owing to their being unaccompanied by English translations, and as Local Governments and Administrations have greater facilities for translating the vernaculars in use under their different Provinces than the Government of India have, I am directed to request that, in order to avoid inconvenience and delay, all vernacular petitions transmitted by a Local Government and Administration to the Government of India may invariably be accompanied by an English translation.

2. It should, however, be clearly understood that it is not the intention of the Governor General in Council that any petition presented for transmission to the Government of India or the Secretary of State should be refused by reason of its being in the vernacular, or because it is unaccompanied by a translation. The great majority of the population do not know English, and cannot obtain the services of an English petition-writer; and it is most undesirable that in a country like India the free right of petition should be curtailed. But as the languages of India are many and diverse, it is desirable that any vernacular petition or memorial forwarded to Supreme authority by or through a Local Government should be accompanied by an English translation.—*Home Department No. 54—2086-95 (Public), dated 21st November 1878.*





## RULES FOR SUBMISSION OF MEMORIALS. [APPENDIX B.

### General Rules.

XII.—Governments and Administrations in India are vested with discretionary power to withhold the transmission of memorials addressed to Her Majesty or to the Secretary of State in the following cases :—

- 1.—When a memorial is illegible or unintelligible.
- 2.—When a memorial contains disrespectful or improper language.
- 3.—When a second memorial is presented after a decision has already been given by the authority to which it is addressed, and when no new facts or circumstances are adduced which afford grounds for a reconsideration of the case. A memorial addressed to Her Majesty by a person whose appeal to the Secretary of State has already been rejected shall be held to be a second memorial to the same authority, and shall not be transmitted.
- 4.—When a memorial is a mere application for pecuniary assistance by a person manifestly possessing no claim.
- 5.—When a memorial is an application for employment under one of the Governments in India from a person not belonging to the Covenanted Service.
- 6.—When a memorial is a mere appeal from a judicial decision.
- 7.—When a memorial is addressed by an Officer still in the public service and has reference to his prospective claim to pension.
- \*8.—When a memorial is an appeal against an order of a Local Government regarding the dismissal, removal,

\* The Governor General in Council considers that the discretionary power of withholding petitions under Clause 8, Rule XII, should be used with caution, and only after a full consideration of the facts in each case. Having regard to the constitution and character of the Indian subordinate services, dismissals of Government officials often involve serious distress, if not actual ruin, to them, and it is right that, under such circumstances, every opportunity should be allowed to them of making themselves heard. Further, when, as sometimes happens, their representations reach the Secretary of State through non-official channels, it is convenient that he should be in position at once to deal with them, instead of being obliged, as may now be the case, to refer for information to this country. Such petitions, therefore, should not be withheld when there is any reasonable prospect of difference of opinion as to the orders passed on them by the Government of India, or when they contain anything to which the attention of the Secretary of State is likely to be especially directed—*Home Department No. 1438 (Public), dated 24th September 1880.*

## APPENDIX B.] RULES FOR SUBMISSION OF MEMORIALS.

### General Rules.

reduction, or other punishment of a Government servant whose salary was not more than Rs. 100 a month; or when it is an appeal against similar orders of a Local Government, confirmed by the Government of India, from a Government servant whose salary was not more than Rs. 250 a month.

9.—When a memorial is a mere appeal against the non-exercise by one of the Governments or Administrations in India of a dispensatory discretion vested in such Government or Administration by law or rule.

XIII.—The Government of India may withhold the transmission of a memorial addressed to Her Majesty or to the Secretary of State unless the memorialist has previously memorialised the Government of India and the Local Government concerned on the same subject.

XIV.—A list of memorials withheld under the discretionary power conferred by Rule XII will be forwarded quarterly to the Government of India in the case of memorials withheld by Local Governments under the same discretionary power, and by the Government of India in the Department concerned to the Secretary of State. When a memorial is withheld by the Government of India under clause 3 of Rule 12, the number and date of the Despatch forwarding the original memorial to the Secretary of State should be quoted in Quarterly List of memorials withheld.

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Home Department's No. 1487, dated Simla, the 5th November 1883.

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When after the disposal of a first memorial, addressed either to the Secretary of State or to the Governor General in Council, a second memorial addressed to the Governor General in Council, which covers the same ground and adduces no fresh matter, is presented to a Local Government for transmission to the Government of India, the Local Government may in its discretion withhold the transmission of the second memorial.





**RULES FOR SUBMISSION OF MEMORIALS. [APPENDIX B.**

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**General Rules.**

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A list of memorials to the Governor General in Council withheld under the discretionary power conferred by this rule will be forwarded quarterly to the Government of India for information.

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**XV.—**All official communications to (1) officials in the United Kingdom, (2) officials in Continental Europe, (3) officials in the Colonies must be made through the Secretary of State.

The only exception to this rule is in regard to communication with the Director General of Stores at the India Office, which is regulated by the rules laid down in Appendix O, Public Works Code.

## Appendix C.

Rules for Submission of Memorials addressed to the House of Commons.

(*Vide Chapter II, Paragraph 11, Secretariat Manual.*)

No. 16  
1098-1114

*Extract from the Proceedings of the Government of India, in the Home Department (Public),—under date Simla, the 20th June 1889.*

### READ—

Despatch from the Right Honourable the Secretary of State for India No. 13 (Political), dated 14th March 1889.

### RESOLUTION.

A case having recently occurred in which a memorial addressed to the House of Commons was withheld under Rule XII, clause 3, of the Rules for the submission of the Memorials to Her Majesty the Queen, Empress of India, or to the Right Honourable the Secretary of State for India, His Lordship, while expressing the opinion that memorials addressed to Parliament cannot be withheld under the rules above referred to, which do not properly apply to such Memorials, has decided that if a petition against the orders of the Secretary of State for India in Council is prepared for presentation to Parliament, it should be submitted to the House of Parliament to which it is addressed through the medium of some unofficial member of the House, and not through the Secretary of State.

ORDER.—Ordered, that copy, with copy of extracts from the Journals and Standing Orders of Parliament enclosed in the despatch from the Secretary of State read in the preamble, be forwarded to Local Governments and administrations for information;

that a copy with copy of extracts be forwarded to the several Departments of the Government of India for information; and

that the Resolution and extracts be published in the Supplement to the *Gazette of India* for general information.





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General Rules.

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## HOUSE OF COMMONS.

## PUBLIC PETITIONS.

Every Member presenting a Petition to the House must affix his name at the beginning thereof. (*Vide Commons' Journals*, 1833, March 20; 1883, February 19.)

Every Petition must be written and not printed or lithographed. (*Vide Commons' Journals*, 1793, May 6; 1817, March 12.)

Every Petition must contain a prayer. (*Vide Commons' Journals*, 1843, July 10.)

Every Petition must be signed by at least one person on the skin or sheet on which the Petition is written. (*Vide Commons' Journals*, 1817, March 12.).

Every person signing a Petition must write his address after his signature or his signature will not be counted. (*Vide Appointment of the Select Committee on Public Petitions*, 1879, February 18.)

Every Petition must be written in the English language, or be accompanied by a translation certified by the Member who shall present it. (*Vide Commons' Journals*, 1821, March 16; March 21.)

Every Petition must be signed by the parties whose names are appended thereto by their names or marks, and by no one else except in case of incapacity by sickness. (*Vide Commons' Journals*, 1675, November 8; 1689, November 14; 1774, June 2; 1826, December 13; 1836, June 28.)

No letters, affidavits, or other documents may be attached to any Petition. (*Vide Commons' Journals*, 1826, February 20; November 28; 1856, March 14.)

No erasures or interlineations may be made in any Petition. (*Vide Commons' Journals*, 1827, March 2; 1831, August 12.)

No reference may be made to any Debate in Parliament. (*Vide Commons' Journals*, 1822, March 28.)

No application may be made for any grant of public money, except with the consent of the Crown. (*Vide Standing Orders*.)

No application may be made for a charge upon the revenues of India, except with the consent of the Crown. (*Vide Standing Orders*.)

All Petitions, after they have been ordered to lie upon the Table, are referred to the Committee on public Petitions, without

## APPENDIX C.] RULES FOR SUBMISSION OF MEMORIALS.

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### General Rules.

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any question being put; but if any such Petition relate to any matter or subject with respect to which the Member presenting it has given notice of a Motion, and the said Petition has not been ordered to be printed by the Committee, such Member may, after notice given, move that such Petition be printed with the Votes. (*Vide Standing Orders.*)

A Member cannot present a Petition from himself. It is quite competent to any honourable Member to petition the House, but then his Petition ought to be presented by another Member. (*Vide Rules, Orders, and Forms of Proceeding of the House of Commons.*)

MEM.—*Every Petition offered to be presented to the House should be addressed “To the Honourable the Commons of the United Kingdom of Great Britain and Ireland, in Parliament assembled.”*





## Appendix D.

### Rules regarding the Submission of Petitions to the Government of India.

No. 1812, dated 11th October 1889.

NOTIFICATION BY—The Government of India, Home Department.

#### PUBLIC.

The following rules regarding the submission of petitions to the Government of India are published for general information :—

NOTE 1.—In these rules the words Local Government include a Local Administration, and also, except as regards Rule 3 (7), Section III, the head of a Department directly under the Government of India.

NOTE 2.—These rules do not apply to non-pensionable subordinate, clerical and menial establishments employed in the construction and working of State Railways, to whom Circular No. VI Railway, Public Works Department, dated 1st June 1888, applies.

NOTE 3.—These rules apply so far as may be to all memorials, letters and applications, &c., addressed to the Governor General in Council.

#### SECTION I.

*Rules regulating the submission of petitions to the Government of India by private persons or public bodies.*

1. Every petition to the Government of India, whether it bears immediately on a matter of imperial policy, or has reference to the orders or the general policy and action of a Local Government, should be forwarded through the Local Government under which the petitioner is residing or is employed. But there is no objection to the petitioner's forwarding simultaneously a duplicate copy of the petition to the Government of India, if he so desires, provided that he marks it as a "duplicate."

2. A petition may be either in manuscript or print, but must, with all accompanying documents, be properly authenticated by the signature of the petitioner, or, when the petitioners are numerous, by one or more of them, and it must conclude with a specific prayer.

3. Every petition should be accompanied by a letter addressed to the Local Government requesting its transmission to the Government of India, and, when any order of a Local Government is appealed against, by a copy of such order, as well as of any orders passed in the case by subordinate authorities.

## APPENDIX D.] RULES FOR SUBMISSION OF MEMORIALS.

### General Rules.

4. Communications on matters connected with any Bills before the Council may be addressed either in the form of a petition to the Governor General in Council, or in a letter to the Secretary in the Legislative Department, and must in either case be sent to the Secretary to the Legislative Department. Ordinarily such communications will not be answered. Except in the case of the High Court at Fort William, such communications from Courts, officials, or public bodies should be sent through the Local Governments.

### SECTION II.

*Special rules regulating the submission of petitions by officers in civil employ.*

1. Every officer wishing to petition the Government of India should do so separately.

2. Every petition should be submitted through the head of the Office or Department to which the petitioner belongs and be forwarded by him through the usual official channel. But there is no objection to the petitioner transmitting a duplicate to the Government of India direct, provided that he marks it as a "duplicate."

3. No officer may submit a petition in respect of any matter connected with his official position unless he has some personal interest in such matter.

### SECTION III.

*Rules for observance by Local Governments in regard to the transmission or withholding of petitions.*

1. Petitions should be forwarded to the Government of India by the Local Government with a concise statement of material facts and (unless there be special reasons for not doing so) an expression of opinion.

If the petition is an appeal against an order of dismissal from Government service, the papers submitted by the Local Government should show whether the charge against the petitioner was reduced to writing; whether his defence was taken and reduced to writing; and whether the decision was in writing.

2. When the petition is not in English, the Local Government should transmit a translation with it.





## General Rules.

3. Local Governments are vested with discretionary power to withhold petitions addressed to the Government of India in the following cases:—

- (1) when a petition is illegible or unintelligible :
- (2) when a petition contains language which, in the opinion of the Local Government, is disloyal, disrespectful or improper :
- (3) when a previous petition has been disposed of by the Secretary of State or the Governor-General in Council, and the petition discloses no new facts or circumstances which afford grounds for a reconsideration of the case :
- (4) when a petition is an application for pecuniary assistance by a person manifestly possessing no claim :
- (5) when a petition is an application for employment from a person not in the service of Government :
- (6) when a petition is an appeal from a judicial decision, with which the executive has no legal power of interference :

**NOTE.**—If the Government has reserved any discretion of interference, or is concerned as a party to the suit, or if the appeal is practically an appeal for mercy or pardon, the petition must be transmitted. But in the last-mentioned case the transmission of the petition will not affect the discretion in regard to capital sentences allowed to Local Governments by the Home Department Resolution, dated the 14th October 1885.

- (7) when a petition is an appeal against an order of the Local Government upholding on appeal the dismissal, removal, reduction or other punishment of a Government servant whose salary was not more than Rs. 100 a month :
- (8) when a petition is an appeal against a decision which by any law, or rule having the force of law, is declared to be final :
- (9) when a petition is an appeal in a case for which the law provides a different or specific remedy, or in regard to which the time limited by law for appeal has been exceeded :
- (10) when a petition is an appeal against an order or decision of the Local Government, and is made more than six months after the communication of such

## APPENDIX D.] RULES FOR SUBMISSION OF MEMORIALS.

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### General Rules.

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order or decision to the petitioner without satisfactory explanation of the delay.

(11) when a petition is addressed by an officer still in the public service, and has reference to his prospective claim for pension, except as provided in article 995 of the Civil Service Regulations:

(12) when a petition is an appeal against the non-exercise by the Local Government of a dispensatory discretion vested in it by law or rule.

4. If a petition is withheld, the petitioner should be informed of the fact, and the reason for it.

5. A list of petitions withheld under Rule 3, with the reasons for withholding them, shall be forwarded quarterly to the Government of India in the Department concerned.

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## Appendix E.

### Rules for the examination of Clerks.

(*Vide Chapter IX, paragraph 10, Secretariat Manual.*)

*Notification by the Government of India, Home Department, No. 1817, dated 3rd July 1888.*

No. 1817, dated Simla, the 3rd July 1888.

Notification by the Government of India in the Home Department.

In supersession of Home Department (Public) Resolutions No. 26, dated 19th July 1883, No. 31, dated 23rd August 1884, <sup>953-63</sup> <sub>1336-1345</sub>, and No. 3, dated 16th January 1885, the following Rules for the regulation of appointments to the Secretariat Clerical Service are published for general information.

#### Rules for the Regulation of Appointments in the Secretariat Clerical Service of the Government of India and attached Offices.

1. The Secretariat Clerical Service shall for the future be separated into an Upper and Lower Division,—the former comprising all appointments the pay (or, in the case of appointments carrying progressive pay, the minimum pay) of which is Rs. 200 and upwards; the latter, all appointments (other than those of copyists, to whom these rules do not apply) the pay of which is below that sum. No clerk will be entitled to promotion from the Lower to the Upper Division as a matter of course, or otherwise than in accordance with these rules.

2. The head of the office concerned shall have an absolute power of selection in the case of appointments of Registrars of offices, Superintendents of Branches, Head Assistants, Personal Assistants, or appointments involving the control or supervision over divisions of an office. The mode of recruiting one-half of the remaining appointments in the Upper and two thirds of all the appointments in the Lower Division shall be by open competition. The rest of the appointments in the Upper and Lower Divisions may be filled in accordance with Rules 12 and 13.

It will be left to the discretion of the head of the office to fill any vacancy which is not expected to last more than three months in the manner which he considers to be most suitable.

APPENDIX E.] RULES FOR EXAMINATION OF CLERKS.

General Rules.

3. An examination of candidates for the Secretariat Clerical Service will be held at Calcutta, Allahabad, and Lahore, and at such other places as may hereafter be appointed.

The examination at Allahabad will be confined to persons domiciled in the North-Western Provinces, Oudh, the Central Provinces, Rajputana and Central India, and that at Lahore to persons domiciled in the Punjab and Baluchistan. The arrangements for the examinations will be made by the Board of Examiners, Fort William, who will be assisted by paid Examiners, and act in communication with the Secretary to the Government of India in the Home Department. Before the examination commences, a distinguishing number will be given by the Secretary to the Board of Examiners to each candidate with which he will mark each of his papers of answers.

In any year in which examinations are held for both Divisions, they shall not be held simultaneously; the examination for the Upper Division will be held first, and after its results have been announced the Lower Division examination will begin. Candidates who fail in the examination for the Upper Division will be allowed to present themselves at the examination for the Lower Division, provided they pay the fees prescribed by the rules for both examinations. When examinations for both Divisions are to take place in the same year, the date on which the examination for each Division is to be held will be duly notified.

4. The nature of examination will be as follows :—

*A.—For all candidates.*

(1) Dictation and Handwriting.

This will be a preliminary test, which all candidates, whether for the Upper or Lower Division, must satisfy. The examination in these subjects will not be competitive, but marks will be assigned for the purpose of testing proficiency. The papers of candidates will be examined as soon as possible after this examination; and the Examiners will require any candidate who fails to obtain two-thirds marks in each subject to withdraw from the further examination.

*B.—For Candidates for Appointments in the Upper Division.*

	Marks.
(1) English composition . . . . .	100
(2) Precis-writing and drafting . . . . .	100
(3) Geography . . . . .	50
(4) History (English and Indian) . . . . .	50
(5) Elementary Mathematics [Arithmetic; Euclid, Books I to IV; Algebra to Quadratic Equations (inclusive)]	75



## APPENDIX E.

*For Rule 5 of the rules published in Home Department Resolution No. 1817, dated the 3rd July 1888, substitute the following :—*

5. Every candidate for an appointment in the Upper or Lower Division must send a written application for permission to appear at the examination to the Secretary to the Board of Examiners, between the date of issue of the notification announcing the number of vacancies to be competed for, to which reference is made in Rule 7 of the rules, and the 15th December (inclusive).

[No. 17 O. M.—20-2-92.]

## RULES FOR EXAMINATION OF CLERKS. [APPENDIX E.

### General Rules.

#### C.—For Candidates for Appointments in the Lower Division.

	Marks.
(1) English composition . . . .	100
(2) Precis-writing . . . .	100
(3) Geography . . . .	50
(4) History (English and Indian) . . . .	50
(5) Arithmetic; Euclid, 1st Book; Algebra up to Simple Equations . . . .	50

No candidate will be credited with marks in either subject (1) or subject (2) unless he obtains at least one-fourth of the marks in the subject; nor will he be credited with marks in subject (3) subject (4) or subject (5) unless he obtains one-fifth of the marks in the subject. Any candidate obtaining less than one-fourth marks in either subject (1) or subject (2) shall be disqualified. Candidates will not be eligible for the Lower Division of the Financial Department (if with reference to Rule 18 below, the Department adopts these Rules), or for the Office of the Accountant General, Military Department and of the Accountant General, Public Works Department, unless they obtain at least one-third of the full number of marks in Arithmetic.

5. Every candidate for an appointment in the Upper or Lower Division must send a written application for permission to appear at the examination, to the Secretary to the Board of Examiners between the 1st and 15th days of December (inclusive).

[Form.]

To the Secretary to the  
Board of Examiners,  
Fort William.

SIR,  
I request permission to present myself at the ensuing examination of candidates for appointments in the Upper Division of Governments Clerks.  
If successful, I should elect to serve in the office of the . A treasury receipt for the fee of Rs.  $\frac{20}{10}$  is forwarded herewith.

I am, &c.

6. The application under the last rule should be in the form given on the margin, and be accompanied by a treasury receipt for the sum of either Rs. 10 or Rs. 20, according to the division (Lower or Upper) in which the candidate may wish to appear. This sum he is required to pay into the treasury nearest his place of residence by way of examination fee. With the application must also be forwarded—

- (1) Evidence (except in the cases provided for by Rules 8 and 9) that the candidate at the date of making his application is not less than 18 and not more than 24 years of age. The date of the candidate's birth must be stated.

## APPENDIX E.] RULES FOR EXAMINATION OF CLERKS.

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(2) In case the candidate has been educated at a school in which students' good conduct registers are kept, the candidate's register for the last year of his attendance at school when a year has not elapsed since he left school. In other cases, a certificate that the candidate is of good moral character from the head of the institution in which he has last been educated, or from some respectable householder to whom he is well known in private life, and who is himself known to a District or Subdivisional Magistrate or to the head of some Government Office,—this last fact being certified by the countersignature of the officer in question.

7. The number of candidates to be selected by the Examiners for each Division will be notified in the *Gazette of India* by the Home Department on or before the 31st October. This number will be determined in communication with the heads of the offices concerned, with reference to the number of vacancies existing or estimated as likely to occur within the course of the following year (and which it is not intended to fill under the provisions of Rules 12, 13 and 14), plus a margin of 10 per cent. for casualties. One-half the number of vacancies offered will be reserved for candidates domiciled in the North-Western Provinces and Oudh, the Punjab and the Central Provinces, Rajputana, Central India, and Baluchistan, provided that a sufficient number of duly qualified candidates to fill these appointments appear from those territories.

8. Persons who have at any time held a permanent appointment in any of the offices affected by the Resolution, but who may have lost such appointment owing to its abolition or on reduction of establishment, may present themselves for examination under these rules, provided they are under 40 years of age.

9. Clerks who were serving in the Lower Division of an office before the date of these rules, and who are under 40 years of age, may, with the permission of the head of the office, present themselves at the examination for appointments in the Upper Division. No clerk who enters the Lower Division after the date of these Rules will be permitted to appear at the examination for the Upper Division unless he is under 24 years of age.

10. As soon as practicable after the open competitive examinations, the Board of Examiners will report the result to the Home Department. The report will take the form of a list giving the names of selected candidates and the exact dates of their births; the distinguishing numbers of unsuccessful candidates; and the number of marks obtained by each candidate, whether successful or unsuc-





## RULES FOR EXAMINATION OF CLERKS. [APPENDIX E.

### General Rules.

cessful in each subject of examination. The Home Department will then circulate a list of selected candidates to the heads of the offices concerned. Candidates will be given their choice of departments as far as possible; and the Home Department will intimate such choice, if made, to the head of each office. The head of each Department will, however, be at liberty to offer a vacant appointment which may occur in his Department to any selected candidate remaining on the list. This offer should be made through the Home Department, which will keep each Department of the Government of India informed as the names of selected candidates are removed from the list. No candidate selected in a later year shall be offered an appointment until the offer has been made to, and refused by, selected candidates of an earlier year remaining on the list.

11. When an outside candidate for either Division attains the age of 25 years, or when two years, have expired from the date of entry of his name on the list, or when any candidate has refused the offer of an appointment in the Department in which he has elected to serve, or has twice refused the offer of an appointment in any other Department or Departments, his name shall immediately be removed from the list.

12. Every alternate vacancy in the Upper Division excluding vacancies in the offices of Registrar, Superintendent, Head Assistant, Personal Assistant or appointment involving the control or supervision over divisions of an office, and every third vacancy in the Lower Division, may be filled by the head of a Department without reference to the preceding rules.

13. Appointments made under the last preceding rule shall, if the person appointed is not in Government service, be made subject to the condition that the person appointed—

- (a) Is at the time of appointment not less than 18 and not more than 25 years of age;
- (b) Can give satisfactory evidence that he possesses a minimum educational qualification equivalent to the Entrance standard of one of the Indian Universities if appointed to the Lower, and to the F. A. standard of one of the Indian Universities if appointed to the Upper Division;
- (c) Must produce satisfactory evidence that he is of good moral character.

14. Any officer already in Government employment may be appointed to any vacancy such as is referred to in Rule 12 without regard to the qualifications specified in the preceding rule.

## APPENDIX E.] RULES FOR EXAMINATION OF CLERKS.

### General Rules.

15. The heads of offices to which these rules apply are at liberty to arrange transfers from the Upper Division of one office to that of another or from the Lower Division of one office to that of another. The transfer of an officer from a post in an office to which the rules apply to a vacancy in another office to which these rules also apply shall, for the purposes of Rule 12, be held to be the filling up of a vacancy.

16. Before a person who is not already in Government service is actually employed in any office, he must produce a certificate from a Government Medical Officer of or above the rank of Surgeon to the effect that he is in good health and of a sound constitution.

17. Every candidate, whether selected by examination or nominated, who receives an appointment will be on probation for twelve months; and if at any time during that period, or at its close, his work is not considered satisfactory by the head of the office in which he is employed, he will receive his discharge and will have no claim to gratuity or compensation on that account. This rule will not apply to clerks selected for the Upper Division who were previously permanent clerks in the Lower Division of the office in question, nor to clerks selected from other Government offices, but such clerks may, if found unfit for the higher grade, be relegated to their former appointments, or, so far as may be, to appointments of corresponding emoluments. To provide for such cases, arrangements should be made by which promotions in the place of the transferred clerks should be sub. *pro tem.* until the latter have passed their period of probation.

18. The above rules will apply to the Secretariat Offices of the Government of India, except the Foreign Department, and the Department of Finance and Commerce, and the Office of the Accountant General, Military Department, whenever the latter Department or office fill vacancies by recruitment of officers already holding clerical appointments in any Government Account Office. When the Department of Finance and Commerce, and the Office of the Accountant General, Military Department, do not recruit in this manner, the rules will apply. They will also apply to the Offices of—

- The Sanitary Commissioner with the Government of India.
- The Surgeon General with the Government of India.
- The Director General of the Post Office of India.
- The Northern India Salt Revenue Department.
- The Inspector General of Forests.





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---

General Rules.

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The Director General of Telegraphs.  
The Accountant General, Public Works Department.  
The Consulting Engineer to the Government of India for Railways, Calcutta.  
The Surveyor General of India.  
The Superintendent of the Geological Survey.  
The Meteorological Reporter to the Government of India.  
The Commissary General-in-Chief.  
The Commissary Generals of Circles.  
The Director General of Ordnance in India.  
The Inspector General of Ordnance.  
The Surgeon General, Her Majesty's Forces.  
The Office establishments of the several Arsenals, Depôts and Factories in Bengal,

and to such other Imperial or Provincial offices as may hereafter be notified as having adopted them.

The rules will not apply to the Traffic and Statistical Sections of the Public Works Department, or to the Office of Consulting Engineer for Railways, Calcutta, in cases whether vacancies are filled by the transfer of clerks or other subordinates already serving in the offices of Traffic Superintendents and District Officers on State Lines.

19. On the occurrence of any vacancy hereafter in any office which has to be filled by open competition under these rules, and when no candidate qualified under the Rules is available to fill such vacancy, appointments may be made under Rules 12 to 14.

20. These Rules shall take effect from the date of their issue.

21. Copies of these Rules may be obtained on application at the Office of the Home Department, Calcutta.

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## Appendix F.

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Tenure of office by Under-Secretaries to the Government of India in the Public Works Department.

(*Vide Chapter III, paragraph 23.*)

*Resolution by the Government of India in the Public Works Department,  
No. 1372-G., dated 19th July 1887.*

READ—

Extract from Proceedings in the Home Department, Nos. 11—427-437, dated 7th March 1884.

Extract from Proceedings in the Home Department, Nos. 27—1340-1344, dated 4th September 1886.

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It is considered advisable, after perusal of the above proceedings, to frame rules for the tenure of the appointment of Under-Secretaries to the Government of India in the Public Works Department.

There are three Under-Secretaries, attached, respectively, to the General, the Railway, and the Civil Works Branches of the Public Works Department Secretariat.

The Under-Secretary in the General Branch is not necessarily an Engineer; and there are special reasons in connection with the works done by him which make a tenure of some length desirable.

This is not the case with the two other Under-Secretaries, who must have technical knowledge, which renders it desirable, in the interests of the officers themselves and of the public service, that the tenure of their appointments should be limited.

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**RESOLUTION.**—On these considerations the Governor General in Council is pleased to decide that the tenure of the appointment of Under-Secretaries in the Railway and Civil Works Branches shall be limited to four years' continuous service, whether permanent or officiating.

It is further ruled that no leave, other than privilege leave or leave on medical certificate, shall be granted to the incumbents of





**RULES FOR APPTT. OF UNDER-SECRETARIES. [APPENDIX F.**

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**General Rules.**

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the same two posts, except on the most urgent grounds, when special leave only will be granted under sections 61-63 of the Civil Leave Code.

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**ORDER.**—Ordered, that the above Resolution be included in the Manual of Office Orders of the Public Works Secretariat, and that it be published in the *Gazette of India*.

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## Appendix G.

### Powers of sanction of the Government of India as regards Estimates for Works.

1. The Government of India may sanction, without further reference, excess outlay over an estimate originally sanctioned by the Secretary of State, when the excess—

(a) is not greater than 12½ lakhs of rupees, including “ Establishments ” and “ Tools and Plant ; ” and

(b) is not more than 10 per cent. on the original estimate.

The smaller of these two amounts is the limit of sanction, and any excess beyond either of them must be reported to the Secretary of State for India for sanction.

2. In all Estimates submitted to the Secretary of State, the anticipated expenditure under the head “ Establishment ” and “ Tools and Plant ” must be included.

3. These rules refer to works paid for out of Revenue, as well as those whose cost is met from loan funds.

4. In the case of excesses over Estimates for Productive Public Works, within the limit laid down in paragraph 1 (b), the concurrence of the Finance Department must be obtained before sanction is accorded.









## Appendix J.

### List of Forms referred to in the Secretariat Manual.

Forms.	Title of Forms.	Chapters and Paras. of Office Manual in which quoted.
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B	Branch Register of Unofficial Issues . . . . .	II. 18.
C	General Register of Official Receipts . . . . .	IV. 1, V. 1, 2 (b)
D	Branch Register of Official Receipts . . . . .	IV. 7.
E	Requisition Slip . . . . .	IV. 16.
F	Draft Letter Form . . . . .	IV. 45.
G	Office Note Forms . . . . .	I. 27 (k), IV. 21.
H	Table Form . . . . .	IV. 29.
I	Weekly Table of Cases disposed of by the Secretary . . . . .	IV. 40.
J	Circulation List . . . . .	IV. 41.
K	Routine Slip . . . . .	IV. 23.
L	Branch Register of Official Issues . . . . .	IV. 53.
M	Daily Report of Record Work . . . . .	IV. 82.
N	Table of Contents—Part A . . . . .	IV. 86.
O	Table of Contents—Part B . . . . .	IV. 86.
P	Collection Docket—Part A Pros. . . . .	IV. 81.
Q	Collection Docket—Part B Pros. . . . .	IV. 99.
R	List of Cases filed . . . . .	IV. 100.
S	Service Register . . . . .	IV. 123.
T	General Register of Unofficial Receipts . . . . .	V. 1.
U	General Register of Unofficial Issues . . . . .	V. 1.
V	General Register of Despatches from Secretary of State . . . . .	V. 1, 2 (a), VII. 2.
W	General Register of Despatches to Secretary of State . . . . .	V. 1, 2 (c), VII. 2.
X	General Register of Circulars issued . . . . .	V. 1, 2 (d), VI. 15.
Y	General Register of Demi-official Requisitions for Papers, &c., received from Registrars of other Departments . . . . .	V. 1.
Z	Ditto ditto ditto sent to the Registrars of other Departments . . . . .	V. 1.
a	Register of Sanctions to Estimates of Works, Civil Works Branch . . . . .	V. 6.
b	Branch Register of Circulars issued . . . . .	VI. 15.
c	List of Unanswered Despatches from Secretary of State . . . . .	VII. 20.
d	Branch Monthly List of Arrear Cases . . . . .	VIII. 4.
e	Registry Branch Report of Receipts, Issues and Arrears . . . . .	VIII. 6.
f	Branch List of Unanswered References . . . . .	VIII. 7.
g	Receipt for A cases sent to Press . . . . .	IV. 103.
h	Memorandum to accompany papers sent to Press . . . . .	X. 3.
i	Weekly Memorandum of A cases in Press . . . . .	X. 4.
j	Quarterly List of Unrecorded Letters . . . . .	VIII. 8.



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